

Shenandoah Community School District Board of Directors
Shenandoah Administrative Board Room
June 14, 2021 – 5:00 p.m.

Board Agenda

1. Call to Order
2. Roll Call and Determination of Quorum
3. Mission Statement: Read by Director Hiser
 - a. *The Shenandoah Community School District, in partnership with families and the community, will provide each student an educational environment that maximized his or her potential to become responsible, successful citizens and lifelong learners in an ever-changing world.*
4. Welcome to Audience
5. Public Forum
6. Consent Agenda
 - a. Minutes
 - b. Treasurer's Report
 - i. Account Balances
 - ii. Unspent Authorized Budget Report
 - iii. Accounts Payable

c. Personnel Requests:

Contracts:

Troy Ersland	MS/HS Social Studies	MA/Step 5 - \$46,170
	HS Asst. Boys Basketball	\$3,576
Tyson Ratliff	HS TAP Mentor Teacher	\$4,500

Summer Learning(\$25/hr):

Stacy Resh

Resignations:

Kelsey Potratz	8 th Grade Boys Basketball
Lou Saner	Bus Driver
Rebecca Efta	Elementary Associate

Modifications:

Kristy O'Rourke	Reduce Contract to 172.5 days	New Base Salary \$42,274.55
	i. Assigned to work 5 days prior to start of school year & 1 day in July.	
	ii. Not scheduled to work during conferences, early outs or remaining PD days.	

Melissa Smithhisler	Food Service to Lead Food Service	(\$.50/hr differential)
Twyla Clark	Food Service to Lead Food Service	(\$.50/hr differential)

Retirement Incentive (effective June 30, 2022):

Kyan Kirkholm

d. Grant Requests

- i. Tahrae Bonnes – Decat/Community Partnership for Protecting Children Fremont, Page, Taylor Counties for after school care program items in the 2021-22 school year

- e. Open Enrollment Request
 - i. CV – out to CAM/Iowa Connections Academy – deny due to late file and does not meet just cause
- 7. Action Items
 - a. Approve 1st Reading of the 300 and 400 Sections of Board Policies
 - b. Accept Receipt of District Audit Report
 - c. Approve Corporate Wellness Agreement with Shenandoah Medical Center
 - d. Approve High School Course Handbook
 - e. Approve IGNITE Handbook
 - f. Approve Student/Parent Handbook
 - g. Approve PK Handbook
 - h. Approve Coaching Handbook
 - i. Approve the Contract with Brightspark Travel for Washington DC/New York Trip
 - j. Approve Bid for PK Flooring with Hinline for \$27,310.06 - ESSER Approved
 - k. Approve Camera & Licensing Purchase from Meraki for the JK-8 Building in the amount of \$39,360
 - l. Approve Textbook Fee for \$20.00
 - m. Approve Review of the 100 & 200 Section of Board Policies
- 8. Discussion & Possible Action
 - a. ESSER II & III Funds
- 9. Informational Items:
 - Next Regular Meeting – July 12, 2021 at 5:00 p.m.
- 10. Adjournment

- 1. Call to Order
- 2. Roll Call and Determination of Quorum
- 3. Exempt Session

Motion- I move that we hold an exempt session as authorized in section 21.9 to discuss “employment conditions” which includes wages, hours, vacations, insurance, holidays, leaves of absence, shift differentials, overtime compensation, supplemental pay, seniority, transfer procedures, job classifications, health and safety matters, evaluation procedures, procedures for staff reduction, in-service training, and grievance procedures.

Return to Open Session

- 4. Adjournment

Shenandoah Community School District
Minutes of the Regular Meeting of the Board of Directors – May 10, 2021
Administration Board Room

Call to Order:

Board Vice President Adam Van Der Vliet called the meeting to order at 5:00 pm.

Roll Call:

Roll Call was answered by Directors Darrin Bouray, Jean Fichter (via phone), Jeff Hiser, Kathy Langley and Adam Van Der Vliet. Also present were Superintendent Dr. Kerri Nelson, School Business Official Sherri Ruzek and Board Secretary Lisa Holmes.

Mission Statement:

The SCSD Mission Statement was read by Director Bouray.

Public Hearing – Budget Amendment FY 2021:

The public hearing regarding the proposed FY21 budget amendment was opened at 5:00 p.m. With no public comment, the hearing was closed at 5:01 p.m.

Welcome to Audience:

Vice President Van Der Vliet welcomed everyone to the meeting.

Open Forum:

Vice President Van Der Vliet read the rules for speaking during the open forum. There was no public comment.

Administrative Reports:

Recognition of School Board Members for Service:

Dr. Kerri Nelson thanked the board members for all that they do and presented them with certificates.

Consent Agenda:

Approve the consent agenda to include previous minutes, the financial accounts, fundraising requests and the payment of bills. Personnel Requests: Contracts 2021-22: Arryn Gillespie, Kindergarten - MA/Step 9 - \$51,410; Grant Staats, Head Girls' Cross-Country Coach - \$4,517; Mary Peterson, Asst. Speech Coach - \$2,258. Resignations (effective end of year): Brent Ehlers, MS Football; Karter Rohrbaugh, MS/HS Social Studies, Asst. Baseball, Asst. Boys Basketball, MS Football. Transfers (2021-22): Catherine Reafleng, Kindergarten to 2nd Grade; Lindsey Lundgren, MS/HS Science to .5 HS Science/.5 Ag; Sarah F. Martin, HS Ag to .5 HS Ag/.5 Multioccupations Coordinator and TAP Mentor Teacher to CTE Mentor Teacher. Modifications (2021-22): Kristin Moore – 5 additional days added to Remote Learning Coordinator contract. Summer Learning (\$25/hr) to include K8 tutoring, PK-8 day camp and 9-12 credit recovery: Catherine Reafleng, Emma Martin (Roberts), Jay Sweet, Jennifer Housman, Karter Rohrbaugh, Kristin Moore, Madison Beeck, Maria Blake, Mary Peterson, Tahrae Bonnes, Toni Bounds, Trina Baldwin. Retirement Incentive (effective June 30, 2022): Elizabeth Max. Grant Requests: Stephanie Langner – 2020-21 Beef Grant for FCS Foods Class – money for purchase of beef to be used in class. Motion to approve by Director Langley, second by Director Bouray. Ayes – Bouray, Langley, Van Der Vliet, Fichter; Nays – Hiser. Motion carried 4-1.

Action Items:

Approve FY 2021 Budget Amendment:

Motion to approve by Director Langley, second by Director Bouray. Motion carried unanimously.

Approve non-renewal of Randy Messenger's contract based on performance:

Motion to approve by Director Langley, second by Director Fichter. Ayes – Bouray, Langley, Van Der Vliet, Fichter; Nays – Hiser. Motion carried 4-1.

Approve Sharing Agreement with South Page CSD for School Business Official:

Motion to approve by Director Bouray, second by Director Langley. Motion carried unanimously.

Approve Sharing Agreement with Sidney CSD for Auto Tech Teacher:

Motion to approve by Director Langley, second by Director Van Der Vliet. Motion carried unanimously.

Approve Sharing Agreement with Clarinda CSD for ELL Teacher:

Motion to approve by Director Bouray, second by Director Langley. Motion carried unanimously.

Approve Memorandum of Understanding with Fremont-Mills CSD for Health Care Instructional Services and Programs:

Motion to approve by Director Langley, second by Director Bouray. Motion carried unanimously.

Approve Purchase of 3 Fiberglass Sousaphones for a total of \$9,297 for the Middle School Band:

Motion to approve by Director Bouray, second by Director Langley. Motion carried unanimously.

Approve Final Construction Report for Renovation Phase I and II:

Both projects were done on time and did not delay the start of the school year. No contingency budget was used. Motion to approve by Director Langley, second by Director Bouray. Motion carried unanimously.

Approve Purchase of a Bobcat UTV from Vettors in the amount of \$16,876.80:

Motion to approve by Director Bouray, second by Director Langley. Motion carried unanimously.

Approve Purchase of a Chariot 2 iVac in the amount of \$9,560.65:

Motion to approve by Director Langley, second by Director Bouray. Motion carried unanimously.

Approve Review of Sections 300-400 of Board Policy and Recommended Changes:

Motion to approve review by Director Langley, second by Director Fichter. Motion carried unanimously.

Discussion Items (possible action):

Maintenance Projects and Equipment:

The board discussed a list of proposed projects for the summer and equipment. Director Bouray made a motion to approve the K8 furniture purchase, option III which would be split between Premier Furniture and Equipment for approximately \$299,131 and Krieglars for approximately \$185,161.90, second by Director Langley. Motion carried unanimously. Director Langley made a motion to approve the following: HS roofing repairs, auditorium with Elevate Roofing for \$89,000; JK-8 roofing repairs with Elevate Roofing for \$6,603; JK-8 playground resurfacing with Outdoor Recreation Products for \$71,878 (ESSER Approved); HS track resurfacing with Midwest Tennis and Track for \$116,000; JK-8 concrete repairs and replacement with Hodges Construction for \$21,568.75 and bus barn concrete with Crowley Construction for \$45,450. The motion was seconded by Director Fichter. Motion carried unanimously.

Informational Items:

Special Meeting – May 17, 2021 at 5:00 pm and Regular Meeting – June 14, 2021 at 5:00 pm.

Adjournment:

Motion by Director Bouray, second by Director Langley to adjourn the meeting at 5:45 pm. Motion carried unanimously.

Board Secretary

Board President

Shenandoah Community School District
Minutes of the Special Meeting of the Board of Directors – May 17, 2021
Administration Board Room

Call to Order:

Board President Jean Fichter called the meeting to order at 5:00 pm.

Roll Call:

Roll Call was answered by Directors Darrin Bouray, Jean Fichter, Jeff Hiser, Kathy Langley, and Adam Van Der Vliet. Also present were Superintendent Dr. Kerri Nelson and Board Secretary Lisa Holmes.

Approval of Agenda:

Director Van Der Vliet moved to approve the agenda, second by Director Langley. Motion carried unanimously.

Motion to go into closed session:

Director Van Der Vliet moved to go into closed session as authorized by section 21.5(1)(i) of the open meetings law to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session, second by Director Langley. Motion carried unanimously.

By consensus, the board reconvened in open session at 5:29 p.m.

Motion to go into exempt session:

Director Van Der Vliet moved to go into exempt session as authorized by section Code 21.9 - a meeting of a governmental body to discuss strategy in matters relating to employment conditions of employees of the governmental body who are not covered by a collective bargaining agreement, second by Director Langley. Motion carried unanimously.

By consensus, the board reconvened in open session at 6:17 p.m.

Action Items:

Vote to rescind the prior action on the existing superintendent's contract as the extension was issued too early:

Motion by Director Van Der Vliet, second by Director Bouray. Motion carried unanimously.

Vote on the extension of the superintendent's contract and salary based on recommendation from exempt session:

Director Van Der Vliet made a motion to approve a 3-year extension of the superintendent's contract, extending it until June 30, 2024 and a 2.5% salary increase. The motion was seconded by Director Langley. Ayes – Bouray, Langley, Van Der Vliet and Fichter; Nays – Hiser. Motion carries 4-1.

Vote on salary increases for administrators and other non-negotiated staff members based on recommendation from exempt session:

Director Van Der Vliet made a motion to increase administrator's and supervisor's base wage by 2.5%, second by Director Langley. Ayes – Bouray, Langley, Van Der Vliet and Fichter; Nays – Hiser. Motion carries 4-1.

Director Bouray made a motion to increase base wage for other non-negotiated staff (IT Assistant, May Mentoring, JK-8 Nurse, Home Liaisons) by 2.8% and a \$.25 an hour increase for Executive Secretary and Accounts Payable/Board Secretary, second by Director Van Der Vliet. Motion carried unanimously.

Director Langley made a motion stating that building administrators, supervisors and central office staff are able to use unused vacation days until the first day of school the following contract year, second by Director Bouray. Motion carried unanimously.

Vote to create two lead positions in the food service department and determine wage based on

recommendation:

Director Bouray moved to create two lead food service positions with a \$.50 per hour pay differential, second by Director Van Der Vliet. Motion carried unanimously.

Adjournment:

Motion by Director Langley, second by Director Van Der Vliet to adjourn the meeting at 6:23 pm. Motion carried unanimously.

Board Secretary

Board President

SHENANDOAH ACCOUNT BALANCES						
ACCOUNT	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
General Fund (10)						
Beg Balance Checking (FNBC)	\$1,243,866.25	\$466,578.18	\$852,317.45	\$824,301.20	\$231,088.23	\$80,716.89
Beg Balance Savings (FNBC)	\$2,724,672.11	\$2,988,864.65	\$1,639,498.51	\$1,933,687.02	\$3,408,140.38	\$3,524,091.45
Beg Balance Checking (BI)						
Beg Balance Savings (BI)						
Revenues	\$56,745.67	\$151,061.98	\$1,334,814.17	\$2,012,906.49	1,055,643.39	\$1,135,926.64
Expenditures	-\$885,669.31	-\$1,155,049.85	-\$1,068,641.91	-\$1,136,957.50	-1,091,707.89	-\$1,084,758.37
End Balance Checking (FNBC)	\$466,578.18	\$852,317.45	\$824,301.20	\$231,088.23	80,716.89	\$39,626.15
End Balance Savings (FNBC)	\$2,988,864.65	\$1,639,498.51	\$1,933,687.02	\$3,408,140.38	3,524,091.45	\$3,620,029.78
End Balance Checking (BI)						
End Balance Savings (BI)						
Total General Fund	\$3,455,442.83	\$2,491,815.96	\$2,757,988.22	\$3,639,228.61	\$3,604,808.34	\$3,659,655.93
Management Fund (22)						
Beg Balance Checking (FNBC)	\$52,351.80	\$28,509.35	\$41,251.61	\$2,071.15	\$328.10	\$20,266.95
Beg Balance Savings (FNBC)	\$1,107,944.62	\$1,117,381.14	\$870,411.28	\$965,200.14	\$1,151,476.74	\$1,161,332.77
Beg Balance Checking (BI)						
Beg Balance Savings (BI)						
Revenues Checking	\$9,453.44	\$3,042.20	\$94,790.95	\$191,276.85	\$39,198.41	\$19,539.03
Expenditures Checking	-\$23,859.37	-\$237,269.80	-\$39,182.55	-\$6,743.30	-\$9,403.53	-\$34,121.45
End Balance Checking (FNBC)	\$28,509.35	\$41,251.61	\$2,071.15	\$328.10	\$20,266.95	\$6,147.79
End Balance Savings (FNBC)	\$1,117,381.14	\$870,411.28	\$965,200.14	\$1,151,476.74	\$1,161,332.77	\$1,160,869.51
End Balance Checking (BI)						
End Balance Savings (BI)						
Total Management Fund	\$1,145,890.49	\$911,662.89	\$967,271.29	\$1,151,804.84	\$1,181,599.72	\$1,167,017.30
SAVE Fund (33)						
Beg Balance Checking (FNBC)	\$645,393.77	\$124,991.61	\$9,870.07	\$49,503.30	\$329,657.21	\$252,692.42
Beg Balance Savings (FNBC)	\$4,381,301.61	\$3,403,770.01	\$2,372,481.42	\$1,640,885.14	\$1,159,217.18	\$1,210,928.93
Beg Balance Checking (BI)						
Beg Balance Savings (BI)						
Revenues Checking	\$92,558.67	\$88,730.37	\$88,431.48	\$88,348.11	121,794.93	\$89,815.38
Expenditures Checking	-\$1,590,492.43	-\$1,235,140.50	-\$780,394.53	-\$289,862.16	-147,047.97	-\$142,562.73
End Balance Checking (FNBC)	\$124,991.61	\$9,870.07	\$49,503.30	\$329,657.21	252,692.42	\$180,212.94
End Balance Savings (FNBC)	\$3,403,770.01	\$2,372,481.42	\$1,640,885.14	\$1,159,217.18	1,210,928.93	\$1,230,661.06
End Balance Checking (BI)						
End Balance Savings (BI)						
Total SAVE Fund	\$3,528,761.62	\$2,382,351.49	\$1,690,388.44	\$1,488,874.39	\$1,463,621.35	\$1,410,874.00
PPEL Fund (36)						
Beg Balance Checking (FNBC)	\$252,708.95	\$181,353.93	\$1,250.77	\$13,312.48	\$11,272.58	\$45,879.74
Beg Balance Savings (FNBC)	\$400,663.93	\$404,628.26	\$401,655.88	\$436,790.52	\$554,558.46	\$481,471.47
Beg Balance Checking (BI)						
Beg Balance Savings (BI)						
Revenues Checking	\$4,071.99	\$2,027.97	\$65,137.27	\$132,774.84	\$26,925.20	\$163,738.20
Expenditures Checking	-\$71,462.68	-\$185,103.51	-\$17,940.92	-\$17,046.80	-\$65,405.03	-\$12,166.71
Expenditures Accts Pay						
End Balance Checking (FNBC)	\$181,353.93	\$1,250.77	\$13,312.48	\$11,272.58	\$45,879.74	\$33,725.60
End Balance Savings (FNBC)	\$404,628.26	\$401,655.88	\$436,790.52	\$554,558.46	\$481,471.47	\$645,197.10
End Balance Checking (BI)						
End Balance Savings (BI)						
Total PPEL Fund	\$585,982.19	\$402,906.65	\$450,103.00	\$565,831.04	\$527,351.21	\$678,922.70

SHENANDOAH ACCOUNT BALANCES						
ACCOUNT	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
General Fund (10)						
Beg Balance Checking (FNBC)	\$39,626.15	\$28,993.61	\$529,045.92	\$128,929.26	\$128,954.89	\$128,978.57
Beg Balance Savings (FNBC)	\$3,620,029.78	\$3,414,180.19	\$2,936,010.20	\$1,022,441.25	\$0.00	\$0.00
Beg Balance Checking (BI)		\$0.00	\$1,000.02	\$1,010,783.90	\$999,001.02	
Beg Balance Savings (BI)		\$0.00	\$1,000.02	\$826,942.13	\$2,751,555.08	
Revenues	\$831,480.65	\$1,062,998.55	\$920,642.64	\$1,937,977.84	\$1,081,880.63	
Expenditures	-\$1,051,604.51	-\$1,040,102.26	-\$1,402,437.00	-\$1,047,831.04	-\$1,167,556.08	
End Balance Checking (FNBC)	\$28,993.61	\$529,045.92	\$128,929.26	\$128,954.89	\$128,978.57	
End Balance Savings (FNBC)	\$3,414,180.19	\$2,936,010.20	\$1,022,441.25	\$0.00		
End Balance Checking (BI)		\$1,000.02	\$1,008,723.22	\$999,001.02	\$368,063.95	
End Balance Savings (BI)		\$1,000.02	\$827,396.68	\$2,751,555.08	\$3,296,479.37	
Total General Fund	\$3,443,173.80	\$3,467,056.16	\$2,987,490.41	\$3,879,510.99	\$3,793,521.89	\$0.00
Management Fund (22)						
Beg Balance Checking (FNBC)	\$6,147.79	\$14,472.22	\$7,791.19	\$0.00	\$0.00	\$0.00
Beg Balance Savings (FNBC)	\$1,160,869.51	\$1,073,274.78	\$1,080,271.96	\$1,059,812.17	\$0.00	\$0.00
Beg Balance Checking (BI)				\$3,937.14	\$17,418.20	
Beg Balance Savings (BI)				\$13,511.40	\$1,242,532.18	
Revenues Checking	\$12,411.90	\$6,998.35	\$22,699.67	\$189,218.09	\$19,555.61	
Expenditures Checking	-\$91,682.20	-\$6,682.20	-\$33,502.11	-\$6,528.42	-\$4,021.54	
End Balance Checking (FNBC)	\$14,472.22	\$7,791.19	\$0.00		\$0.00	
End Balance Savings (FNBC)	\$1,073,274.78	\$1,080,271.96	\$1,059,812.17		\$0.00	
End Balance Checking (BI)			\$3,937.14	\$17,418.20	\$13,408.89	
End Balance Savings (BI)			\$13,511.40	\$1,242,532.18	\$1,262,075.56	
Total Management Fund	\$1,087,747.00	\$1,088,063.15	\$1,077,260.71	\$1,259,950.38	\$1,275,484.45	\$0.00
SAVE Fund (33)						
Beg Balance Checking (FNBC)	\$180,212.94	\$118,603.99	\$84,322.89	\$57,542.21	\$57,542.21	\$57,542.21
Beg Balance Savings (FNBC)	\$1,230,661.06	\$1,250,390.42	\$1,184,607.43	\$1,070,160.88	\$0.00	\$0.00
Beg Balance Checking (BI)				\$1,528.84	\$3,005.41	
Beg Balance Savings (BI)				\$75,484.74	\$1,146,320.30	
Revenues Checking	\$89,799.73	\$1,168.62	\$151,172.75	\$75,692.00	\$88,824.46	
Expenditures Checking	-\$89,799.73	-\$101,232.71	-\$215,386.40	-\$73,540.75	-\$72,102.07	
End Balance Checking (FNBC)	\$118,603.99	\$84,322.89	\$57,542.21	\$57,542.21	\$57,542.21	
End Balance Savings (FNBC)	\$1,250,390.42	\$1,184,607.43	\$1,070,160.88	\$0.00		
End Balance Checking (BI)			\$1,528.84	\$3,005.41	\$920.25	
End Balance Savings (BI)			\$75,484.74	\$1,146,320.30	\$1,165,127.85	
Total SAVE Fund	\$1,368,994.41	\$1,268,930.32	\$1,204,716.67	\$1,206,867.92	\$1,223,590.31	\$0.00
PPEL Fund (36)						
Beg Balance Checking (FNBC)	\$33,725.60	\$25,070.84	\$18,513.69	\$13,319.26	\$13,319.26	\$13,319.26
Beg Balance Savings (FNBC)	\$645,197.10	\$653,718.16	\$713,328.10	\$719,644.99	\$0.00	\$0.00
Beg Balance Checking (BI)				\$6,575.58	\$12,272.26	
Beg Balance Savings (BI)				-\$15,667.12	\$750,435.88	
Revenues Checking	\$8,532.54	\$59,612.74	\$15,727.57	\$131,463.11	\$13,406.77	
Expenditures Checking	-\$8,666.24	-\$6,559.95	-\$23,696.65	-\$79,308.42	-\$61,839.86	
Expenditures Accts Pay						
End Balance Checking (FNBC)	\$25,070.84	\$18,513.69	\$13,319.26	\$13,319.26	\$13,319.26	
End Balance Savings (FNBC)	\$653,718.16	\$713,328.10	\$719,644.99	\$0.00	\$0.00	
End Balance Checking (BI)			\$6,575.58	\$12,272.26	\$25,455.63	
End Balance Savings (BI)			-\$15,667.12	\$750,435.88	\$688,819.42	
Total PPEL Fund	\$678,789.00	\$731,841.79	\$723,872.71	\$776,027.40	\$727,594.31	\$0.00

SHENANDOAH ACCOUNT BALANCES						
ACCOUNT	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Activity Fund (21)						
Beg Balance Checking (BI)	\$5,919.70	\$685.52	\$3.92	\$5,013.71	\$2,683.70	\$7,552.68
Beg Balance Savings (BI)	\$95,441.53	\$100,619.63	\$99,372.81	\$123,782.33	\$146,265.67	\$122,142.79
Beg Balance Checking (FNBC)						
Beg Balance Savings (FNBC)						
Revenues Savings	\$5,188.51	\$6,785.35	\$34,659.06	34371.42	\$16,436.84	\$18,501.12
Expenditures Checking	-\$5,244.59	-\$8,584.87	-\$5,239.75	-\$14,218.09	-\$35,690.74	-\$21,953.49
Expenditures Savings						
End Balance Checking (BI)	\$685.52	\$3.92	\$5,013.71	\$2,683.70	\$7,552.68	\$97.33
End Balance Savings (BI)	\$100,619.63	\$99,372.81	\$123,782.33	\$146,265.67	\$122,142.79	\$126,145.77
End Balance Checking (FNBC)						
End Balance Savings (FNBC)						
Total Activity Fund	\$101,305.15	\$99,376.73	\$128,796.04	\$148,949.37	\$129,695.47	\$126,243.10
Scholarships (81)						
Beg Balance Checking	\$0.00	\$0.00	\$0.00			
Beg Balance Savings BI	\$386,987.88	\$386,195.64	\$383,903.26	\$383,934.73	\$383,967.25	\$383,994.10
Beg Balance Savings FNBC						
Revenues Savings	\$32.76	\$32.62	\$31.47	\$32.52	26.85	\$26.01
Expenditures Checking	-\$825.00	-\$2,325.00	\$0.00			-\$250.00
Expenditures Savings						
End Balance Checking (BI)		\$0.00	\$0.00			
End Balance Savings (BI)	\$386,195.64	\$383,903.26	\$383,934.73	\$383,967.25	\$383,994.10	\$383,770.11
End Balance Savings (FNBC)						
Total Scholarships	\$386,195.64	\$383,903.26	\$383,934.73	\$383,967.25	\$383,994.10	\$383,770.11
Agency Fund (91)						
Beg Bal Checking	\$174.78	\$174.78	\$174.78	\$174.78	\$174.78	\$174.78
Beg Bal Savings	\$1,104.97	\$1,104.97	\$2,104.97	\$2,104.97	\$2,104.97	\$2,104.97
Beg Balance Checking (FNBC)						
Beg Balance Savings (FNBC)						
Revenues Savings		\$1,000.00	\$0.00			
Expenditures Checking			\$0.00			
Expenditures Savings						
End Balance Checking	\$174.78	\$174.78	\$174.78	\$174.78	\$174.78	\$174.78
End Balance Savings	\$1,104.97	\$2,104.97	\$2,104.97	\$2,104.97	\$2,104.97	\$2,104.97
End Balance Checking (FNBC)						
End Balance Savings (FNBC)						
Total Agency Fund	\$1,279.75	\$2,279.75	\$2,279.75	\$2,279.75	\$2,279.75	\$2,279.75
Total Checking Acct 3	\$860.30	\$178.70	\$5,188.49	\$2,858.48	\$7,727.46	\$272.11
Total Savings Acct 12	\$487,920.24	\$485,381.04	\$509,822.03	\$532,337.89	\$508,241.86	\$512,020.85
Total Savings Acct 13						
Total Checking Acct 40						
Total Checking Acct 44						
Total Savings Acct 16						
Grand Total Activity Accounts	\$488,780.54	\$485,559.74	\$515,010.52	\$535,196.37	\$515,969.32	\$512,292.96
Reconciliation						
Bank Statement Checking	\$5,177.57	\$3,988.54	\$7,886.72	\$5,923.71	\$22,290.35	\$16,163.16
Bank Statement Savings	\$101,724.60	\$101,477.78	\$125,887.30	\$148,370.64	\$124,247.76	\$128,250.74
Bank Statement Savings	\$386,195.64	\$383,903.26	\$383,934.73	\$383,967.25	\$383,994.10	\$383,770.11
Bank Statement Checking FNBC						
Bank Statement Savings FNBC						
Bank Statement Savings FNBC						
Less Outstanding Checks	-\$4,317.27	-\$3,809.84	-\$2,698.23	-\$3,065.23	-\$14,562.89	-\$15,891.05
Total Reconciliation	\$488,780.54	\$485,559.74	\$515,010.52	\$535,196.37	\$515,969.32	\$512,292.96
Amount Reconciliation Off	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**SHENANDOAH COMMUNITY SCHOOL DISTRICT
EXPENDITURES TO CERTIFIED BUDGET COMPARISON
JULY 1, 2020 - JUNE 30, 2021**

MAY		FUNCTION	GENERAL	MGMNT	TRUST	PPEL	EMG LEVY/ DISASTER RELIEF	PERL	ACTIVITY
	INSTRUCTION	1XXX	\$6,493,837.55	\$219,658.10	\$4,150.00				\$155,912.12
	SUPPORT SERVICES	2XXX	\$3,822,843.27	\$273,338.37		\$429,849.56			
	NON-INSTRUCTIONAL	3XXX							
OTHER	FACILITIES ACQ & CONST	4XXX				\$119,347.21			
	DEBT	5XXX							
	AEA FLOW THROUGH	6100	\$484,332.00						
	TRANSFERS								
		6900							
	TOTAL		\$10,801,012.82	\$492,996.47	\$4,150.00	\$549,196.77	\$0.00	\$0.00	\$155,912.12
	PUBLISHED BUDGET		\$13,797,336.00	\$544,000.00	\$0.00	\$710,000.00	\$0.00	\$0.00	\$235,000.00
	% USED		78.28%	90.62%	0.00%	77.35%	0.00%	0.00%	66.35%
		FUNCTION	CAPITAL PROJECTS	DEBT SERVICE	NUTRITION	OTHER AGENCY	TOTAL USED	PUB BUDGET	% OF BUDGET
	INSTRUCTION	1XXX					\$6,873,557.77	\$9,246,000.00	74.34%
	SUPPORT SERVICES	2XXX	\$7,799.26		\$387.59	\$224.23	\$4,534,442.28	\$5,378,000.00	84.31%
	NON-INSTRUCTION	3XXX			\$645,501.43		\$645,501.43	\$750,000.00	86.07%
	FACILITIES ACQ & CONST	4XXX	\$2,610,267.50				\$2,729,614.71	\$3,900,000.00	69.99%
	DEBT	5XXX	\$2,550.00	\$94,500.80			\$97,050.80	\$930,000.00	10.44%
	AEA FLOW THROUGH	6100					\$484,332.00	\$522,336.00	92.72%
	TRANSFER	62xx	\$770,176.77				\$770,176.77		
	TOTAL		\$3,390,793.53	\$94,500.80	\$645,889.02	\$224.23	\$16,134,675.76	\$20,726,336.00	77.85%
	PUBLISHED BUDGET		\$4,689,755.00	\$930,000.00	\$750,000.00	\$0.00			
	% USED		72.30%	10.16%	86.12%	0.00%		77.85%	

SHENANDOAH COMMUNITY SCHOOL
 CALCULATION OF MISCELLANEOUS INCOME
 2020-2021

	STATE AID/ SRCIPVR (CNI) Source Codes	TLC/FOUR YEAR-OLD STATE AID/TSS/ INTERVENTION/PD/ TRANSPORTATION Source Code	SPED DEFICIT SUPPLEMENTAL STATE AID Source Code	AEA FLOWTHROUGH Source Code	PROPERTY TAX Source Codes	INSTRUCTIONAL SUPPORT THROUGH INCOME SURTAXES Source Codes	EXCISE TAXES UTILITY REPL. Source Codes	** MISCELLANEOUS REVENUE	TOTAL REVENUE (Includes Flowthrough)	FY '20 Actuals
	3801, 3803, 3111	3116, 3117, 3119 3204, 3216, 3376	3113	3214	1110-1119	1134	1170-1179			
JUL				\$80,722.00				\$201,437.73	\$282,159.73	\$56,424.76
AUG				\$40,361.00	\$17,375.68			\$25,217.15	\$82,953.83	\$135,923.00
SEP	\$543,215.00	\$143,641.00		\$40,361.00	\$590,276.63		\$38.08	\$17,282.46	\$1,334,814.17	\$1,276,172.26
OCT	\$543,215.00	\$143,641.00		\$40,361.00	\$1,191,943.21		\$2,159.16	\$91,587.12	\$2,012,906.49	\$2,058,639.45
NOV	\$568,520.94	\$143,641.00		\$40,361.00	\$181,717.44		\$36,798.94	\$84,604.07	\$1,055,643.39	\$934,962.32
DEC	\$580,078.40	\$143,641.00		\$40,361.00	\$84,311.35	\$150,234.37		\$137,300.52	\$1,135,926.64	\$1,002,951.38
JAN	\$548,241.11	\$143,641.00		\$40,361.00	\$66,224.53			\$33,012.61	\$831,480.65	\$986,711.76
FEB	\$538,788.00	\$143,641.00		\$40,361.00	\$41,042.13	\$56,676.80		\$242,489.62	\$1,062,998.55	\$1,001,794.03
MAR	\$538,788.00	\$143,641.00		\$40,361.00	\$140,031.93		\$564.43	\$36,381.55	\$899,768.31	\$971,305.33
APR	\$618,838.34	\$143,641.00		\$40,361.00	\$1,062,029.12		\$38,393.67	\$34,714.71	\$1,937,977.84	\$1,738,242.95
MAY	\$538,788.00	\$143,641.00		\$40,361.00	\$119,555.20			\$239,535.43	\$1,081,880.63	\$1,240,285.46
JUN								\$0.00		\$1,203,329.49
TOTAL	\$5,018,472.79	\$1,292,769.00	\$0.00	\$484,332.00	\$3,494,507.62	\$206,911.17	\$77,954.28	\$1,143,563.37	\$11,718,510.23	\$12,606,742.19

SHENANDOAH COMMUNITY SCHOOL			
UNSPENT AUTHORIZED BUDGET CALCULATION			
2020-2021			
	REGULAR PROGRAM DISTRICT COST	\$7,459,603.00	
+	REGULAR PROGRAM BUDGET ADJUSTMENT	\$0.00	
+	SUPPLEMENTARY WEIGHTING DISTRICT COST	\$135,512.00	
+	SPECIAL ED DISTRICT COST	\$971,849.00	
+	TEACHER SALARY SUMMPLEMENT DISTRICT COST	\$674,095.00	
+	PROF DEV SUPPLEMENT DISTRICT COST	\$73,061.00	
+	EARLY INTERVENTION SUPPL DISTRICT COST	\$85,540.00	
+	TEACHER LEADERSHIP SUPP DISTRICT COST	\$360,798.00	
+	AEA SPECIAL ED SUPPORT	\$369,546.00	
+	AEA SPECIAL ED SUPPORT ADJUSTMENT	\$0.00	
+	AEA MEDIA SERVICES	\$61,421.00	
+	AEA EDUCATIONAL SERVICES	\$67,903.00	
+	AEA SHARING DISTRICT COST	\$834.00	
+	AEA TEACHER SALARY SUPPL DISTRICT COST	\$37,946.00	
+	AEA PROF DEV SUPPL DISTRICT COST	\$4,067.00	
+	DROPOUT ALLOWABLE GROWTH	\$269,426.00	
+	SBRC ALLOWABLE GROWTH OTHER #1	\$168,221.00	Increased Enrollment/ Open Enroll
+	SBRC ALLOWABLE GROWTH OTHER #2	\$50,000.00	LEP (Estimate)
+	SPECIAL ED DEFICIT ALLOWABLE GROWTH	\$250,000.00	(Determined when I did the SES at
-	SPECIAL ED POSITIVE BALANCE REDUCTION	\$0.00	
-	AEA SPECIAL ED POSITIVE BALANCE	\$0.00	
+	ALLOWANCE FOR CONSTRUCTION PROJECTS	\$0.00	
-	UNSPENT ALLOWANCE FOR CONSTRUCTION	\$0.00	
+	ENROLLMENT AUDIT ADJUSTMENT	\$0.00	
-	AEA PRORATA REDUCTION	\$57,385.00	
=	MAXIMUM DISTRICT COST	\$10,982,437.00	
+	PRESCHOOL FOUNDATION AID	\$229,060.00	
+	INSTRUCTIONAL SUPPORT AUTHORITY	\$546,267.00	
+	ED IMPROVEMENT AUTHORITY	\$0.00	
+	OTHER MISCELLANEOUS INCOME	\$1,143,563.37	\$ 1,404,271.00 Estimate on Budge
+	UNSPENT AUTH BUDGET - PREVIOUS YEAR	\$3,910,338.00	
=	MAXIMUM AUTHORIZED BUDGET	\$16,811,665.37	
-	EXPENDITURES	\$10,801,012.82	64.25%
=	UNSPENT AUTHORIZED BUDGET	\$6,010,652.55	
	EXPENDITURES	FY 21	FY '20 Actuals
	JULY	\$237,873.72	\$199,722.68
	AUGUST	\$507,123.63	\$384,876.61
	SEPTEMBER	\$1,053,480.60	\$1,011,518.98
	OCTOBER	\$1,136,957.50	\$1,008,378.85
	NOVEMBER	\$1,091,707.89	\$1,020,147.22
	DECEMBER	\$1,084,758.37	\$995,838.21
	JANUARY	\$1,051,604.51	\$1,011,435.69
	FEBRUARY	\$1,040,102.26	\$1,052,786.73
	MARCH	\$1,382,017.22	\$1,280,733.46
	APRIL	\$1,047,831.04	\$951,086.89
	MAY	\$1,167,556.08	\$993,718.57
	JUNE		\$2,570,936.36
	TOTAL	\$10,801,012.82	\$12,481,180.25

MONTHLY BOARD VENDOR BILLS
 June Accounts Payable

Vendor Name	Invoice Detail Amount	Invoice Detail Description
Checking Account ID 10	Fund Number 10	GENERAL FUND
AHLERS & COONEY PC	702.00	LAWYER/NEGOTIATIONS
AMERICAN TIME	278.34	MAINTENANCE SUPPLIES
ANDERSON, ELIZABETH	513.00	TRANSPORTATOIN ASSISTANCE
AVANT	497.50	HS GENERAL ED SUPPLIES
BARBARA FARWELL	184.58	ESL TRAVEL
BLACKMAN, KARMEN	495.71	TRANSPORTATION
BMO MASTERCARD - TRANSPORTATION I	26.98	TRANSPORTATION SUPPLIES
BMO MASTERCARD	225.77	MS PRINCIPAL FUNDRAISER SUPPLIES
BMO MASTERCARD	1,032.99	MS NURSE MEDICAL SUPPLIES
BMO MASTERCARD	1,010.08	HS PRINCIPAL FUNDRAISER SUPPLIES
BMO MASTERCARD	291.55	HS FCS SUPPLIES
BMO MASTERCARD	87.79	HS AGRICULTURE SUPPLIES
BMO MASTERCARD	421.78	HS BAND SUPPLIES
BMO MASTERCARD	89.19	HS ROBOTICS SUPPLIES
BMO MASTERCARD	680.00	STAFF WORKSHOP/CONFERENCE REGISTRATION
BMO MASTERCARD	134.08	MENTOR DUES & FEES
BMO MASTERCARD	1,871.85	MS AT RISK SUPPLIES
BMO MASTERCARD	80.09	MS PD GENERAL SUPPLIES
BMO MASTERCARD	79.09	MS FCS SUPPLIES
BMO MASTERCARD	237.00	MAINTENANCE SUPPLIES
BMO MASTERCARD	4,812.62	TECH REPAIR & MAINTENANCE SUPPLIES
BMO MASTERCARD	124.50	ESSER II SUPPLIES
BMO MASTERCARD	649.37	SUPERINTENDENT SUPPLIES
BMO MASTERCARD	161.41	COMB WEIGHTED LEVEL SUPPLIES
BMO MASTERCARD	211.91	HS EQUIPMENT REPAIR
BMO MASTERCARD	613.89	TAG PROGRAM FUNDRAISER SUPPLIES
BROWN'S REPAIR & AUTO PARTS, INC.	2,946.78	VEHICLE REPAIR SERVICES
CABINETS BY STAC	1,264.40	MAINTENANCE BUILDING SUPPLIES
CDW GOVERNMENT	61,689.62	Meraki Lic lic-MS225-48FP-5YR
CENEX FLEET FUELING	5,365.26	TRANSPORTATION DIESEL
CENTURYLINK	620.91	ELEM PRINCIPAL TELEPHONE
CHAT MOBILITY	57.01	BUSINESS MANAGER TELEPHONE
CITY OF SHENANDOAH	16,077.29	WATER-SEWER
CLARINDA CSD	36,049.11	TEACHER LEADERSHIP OPEN ENROLLMENT
CLAYTON RIDGE COMMUNITY SCHOOL DISTRICT	3,773.23	TEACHER LEADERSHIP OPEN ENROLLMENT
COUNTY LINE DESIGN	51.40	HS GENERAL ED SUPPLIES
CPI	150.00	HS STAFF WORKSHOP
CULLIGAN WATER	170.00	water softener salt and rental
DANA FINNEGAN	41.96	ELEM GENERAL ED SUPPLIES
FOLLETT SCHOOL SOLUTIONS INC	210.14	Assorted Library Books
FREMONT MILLS CSD	7,379.83	TEACHER LEADERSHIP OPEN ENROLLMENT
HALE, NATHANIEL	1,026.00	TRANSPORTATION
HD PRO INSTITUTIONAL	1,890.39	CUSTODIAL SUPPLIES
HEARTLAND FAMILY SERVICE	4,471.00	PURCHASE EDUCATIONAL/L3 IND COSTS
IAMO COMMUNICATIONS	30.00	GOVERNOR'S EMERGENCY RELIEF SUPPLIES
INTERNATIONAL ACADEMY OF SCIENCE	2,000.00	HS AT RISK SUPPLIES
IOWA ASSOCIATION OF AGRICULTURE EDUCATOR	275.00	REGISTRATION
IOWA ASSOCIATION OF SCHOOL BOARD	135.00	WEBINAR REGISTRATION
IOWA COMMUNICATIONS NETWORK	624.99	HS PRINCIPAL TELEPHONE
IOWA DEPARTMENT OF HUMAN SERVICES	3,699.80	MEDICAID DIRECT SERVICES
IOWA HIGH SCHOOL MUSIC ASSOCIATION	13.40	HS BAND SUPPLIES
IOWA WESTERN COMMUNITY COLLEGE	27,403.38	TUITION-COMMUNITY COLLEGES
JOHN GOWING PLUMBING AND HEATING INC.	210.00	MAINTENANCE BUILDING REPAIR SERVICES
KANSAS CITY AUDIO-VISUAL	3,903.19	Video

MONTHLY BOARD VENDOR BILLS
 June Accounts Payable

Vendor Name	Invoice Amount	Invoice Detail	Description
KENDALL HUNT PUBLISHING CO	95.01	SHIPPING	
KRIEGLER OFFICE	92,963.63	ESSER II FURNITURE AND FIXTURES	
LAWN WORLD	332.50	GROUNDS REPAIR SERVICES	
LEWIS CENTRAL HIGH SCHOOL	85.00	HS PRINCIPAL SUPPLIES	
MARTHA ARCHULETA	513.00	STUDENT TRANSPORTATION-PARENT	
MIDAMERICAN ENERGY	12,783.72	UTILITIES-ELECTRICITY	
MILLER BUILDING	405.86	ELEM GENERAL ED SUPPLIES	
MITEL NET SOLUTIONS	586.90	BUSINESS MANAGER TELEPHONE	
NICOLE MACDONALD	1,026.00	TRANSPORTATION	
O'REILLY AUTO	55.26	TRANSPORTATION SUPPLIES	
OMAHA WORLD HERALD	582.13	BOARD NEWSPAPER ADVERTISING	
ONTOCOLLEGE WITH JOHN BAYLOR	2,000.00	HS GENERAL ED SUPPLIES	
PETERSEN AUTO	1,158.35	VEHICLE REPAIR SERVICES	
PHONAK HEARING SYSTEM	2,526.99	Roger Touchscreen Mic	
PIEKEN, KATHLEEN	513.00	TRANSPORTATION	
QUILL CORPORATION	15.10	SUPERINTENDENT SUPPLIES	
RED OAK WELDING	61.20	HS RENTAL OF EQUIPMENT IA DEPT	
ROCSTOP - WHITEHILLS	236.87	TRANSPORTATION GASOLINE	
ROGERS PEST CONTROL LLC	465.00	MAINTENANCE PEST CONTROL CONTRACTED	
SAPP BROS.	490.69	MAINTENANCE GASOLINE	
SHENANDOAH ACTIVITY FUND	956.80	HS MARKETING CLUB SUPPLIES	
SHENANDOAH ROTARY	221.00	3RD QTR DUES	
SHENANDOAH SANITATION	586.14	MAINTENANCE GARBAGE COLLECTION	
SHENANDOAH SCHOOL LUNCH	508.00	Awards Breakfast	
SHERRY SQUIRES	513.00	TRANSPORTATION ASSISTANCE	
SHORE MOTOR CO	29.80	VEHICLE REPAIR SERVICES	
SIGNS & SHINES	1,741.69	MAINTENANCE PARTS	
SWIFT SERVICES LLC	1,074.95	GEER HARDWARE	
SYMMETRY ENERGY SOLUTIONS	2,231.11	UTILITIES-GAS	
TIMBERLINE BILLING SERVICE LLC	94.13	MEDICAID BILLING SERVICES	
TRUCK CENTER COMPANIES	20.57	TRANSPORTATION REPAIR PARTS	
UPPER EDGE TECH	(530.00)	TECH REPAIR & MAINTENANCE SUPPLIES	
UPS	30.73	TECH REPAIR & MAINTENANCE SUPPLIES	
US CELLULAR	1,774.08	GOVERNOR'S EMERGENCY RELIEF SUPPLIES	
VALLEY PUBLICATIONS	537.50	BOARD NEWSPAPER ADVERTISING	
VETTER EQUIPMENT CO	1,006.83	MAINTENANCE PARTS	
WALLIN PLUMBING & HEATING	2,719.42	MAINTENANCE BUILDING REPAIR SERVICES	
WELLMARK BLUE CROSS BLUESHEILD	116,247.59	MEDICAL INSURANCE OTHERS	
Fund Number 10	443,701.71		
Checking Account ID 10	Fund Number 22	MANAGEMENT FUND	
WELLMARK BLUE CROSS BLUESHEILD	4,021.54	EARLY RETIREES MEDICAL INSURANCE	
WILSON INSURANCE AGENCY	416.00	VEHICLE INSURANCE	
Fund Number 22	4,437.54		
Checking Account ID 10	Fund Number 33	SAVE (SECURE AN ADVANCED VISION FOR ED.	
CARL A. NELSON & CO	4,999.00	ARCHITECT SERVICE	
HD PRO INSTITUTIONAL	9,110.00	OTHER EQUIPMENT	
Fund Number 33	14,109.00		
Checking Account ID 10	Fund Number 36	PHYSICAL PLANT & EQUIPMENT	
BLUPOINTE DRS	750.00	TECH RELATED SOFTWARE	
COUNSEL OFFICE & DOCUMENT	1,914.33	ADMIN COPIER LEASE	
CULLIGAN WATER	253.97	water softener salt and rental	
ELEVATE ROOFING	960.02	roof repair	
GREAT AMERICAN FINANCIAL SERVICES	1,064.38	ELEMENTARY COPIER LEASE	
HEARTLAND BUSINESS SYSTEMS	6,740.44	CISCO MERAKI 10G BASE LR SINGLEPERP MODE	
LEPORTE ELECTRIC	565.24	BUILDING REPAIR	
MENARDS	24.73	OTHER CONSTRUCTION	

Vendor Name	Invoice Amount	Invoice Detail	Description
QUALITY CONSTRUCTION	1,650.00		repair broken stairs at the bus barn
REI	827.36	SHIPPING	
SCREENBEAM	966.98	SHIPPING	
UPPER EDGE TECH	1,500.00	500e 1st gen Touch LCD	
Fund Number 36	17,217.45		
Checking Account ID 10		Fund Number 61	SCHOOL NUTRITION FUND
AMANDA MILLER	25.50		DAILY SALES-SCHOOL LUNCHES
BMO MASTERCARD	9.96		PURCHASED FOOD FOR THE NUTRITION GRANT
BMO MASTERCARD	205.72		SFP FOODSERVICE SUPPLIES
CANDACE PABLO	35.55		DAILY SALES-SCHOOL LUNCHES
DEE OWEN	10.05		DAILY SALES-SCHOOL LUNCHES
DENNIS ROGERS	19.50		DAILY SALES-SCHOOL LUNCHES
FAREWAY STORES	276.41		FOOD
HY-VEE	582.47		GRND CHU
JENNIFER BRUCKNER	10.00		DAILY SALES-SCHOOL LUNCHES
KRISTINE PRICE	22.60		DAILY SALES-SCHOOL LUNCHES
LIZ SKILLERN	31.20		DAILY SALES-SCHOOL LUNCHES
LORI KNIGHT	44.10		DAILY SALES-SCHOOL LUNCHES
MARIA MATHER	2.55		DAILY SALES-SCHOOL LUNCHES
MARTIN BROS DIST	38,775.44		SNACKS
MELISSA THOMAS	29.95		DAILY SALES-SCHOOL LUNCHES
MIKE BAUER	18.35		DAILY SALES-SCHOOL LUNCHES
REBECCA EFTA	1.55		DAILY SALES-SCHOOL LUNCHES
SAPP BROS.	18.19		PORPANE
TAMMIE STETTLER	16.00		DAILY SALES-SCHOOL LUNCHES
TARA DOYLE	53.40		DAILY SALES-SCHOOL LUNCHES
TIFFANY VOSHELL	15.45		DAILY SALES-SCHOOL LUNCHES
Fund Number 61	40,203.94		
Checking Account ID 10	519,669.64		
Checking Account ID 40		Fund Number 21	ACTIVITY FUND
4L MINISTRIES	800.00		DRAMA PURCHASE SERVICE
ANNA PETERSON	72.00		GENERAL ATHLETIC WORKERS
ASPI SOLUTIONS, INC	324.00		SUPPLIES/GENERAL ATHLETICS
BMO MASTERCARD	28.50		SUPPLIES/GENERAL ATHLETICS
BMO MASTERCARD	101.97		STUDENT ENTRY & REGISTRATION FEES
BMO MASTERCARD	101.64		SUPPLIES CLASS OF 2021
BMO MASTERCARD	853.79		SUPPLIES CLASS OF 2021
BMO MASTERCARD	73.00		SUPPLIES/FCCLA
BMO MASTERCARD	30.73		SUPPLIES/FFA
BMO MASTERCARD	1,191.82		DRAMA SUPPLIES
BMO MASTERCARD	857.05		STUDENT ENTRY & REGISTRATION FEES
BMO MASTERCARD	213.66		MAY MENTORING ACTIVITY SUPPLIES
BMO MASTERCARD	2,097.75		SUPPLIES/MS STUDENT COUNCIL
BMO MASTERCARD	170.53		TRAVEL/FFA
CHRIS GIBSON	18.00		GENERAL ATHLETIC WORKERS
CINDY WILLIAMS	180.00		GENERAL ATHLETICS OFFICIAL
CLARINDA CSD	230.00		ENTRY FEE TO ANOTHER SCHOOL
CYNTHIA WHITEHILL	90.00		GENERAL ATHLETICS OFFICIAL
DARRELL CONRAD	125.00		GENERAL ATHLETICS OFFICIAL
DEVIN MORELOCK	54.00		GENERAL ATHLETIC WORKERS
FIRST NATIONAL BANK/CONNIE MCGINNIS	1,063.00		TRAVEL/GENERAL ATHLETICS
GRAPHIC EDGE	797.95		Tennis uniforms order# 1487556
HARLEY SCHIEFFER	450.00		H-10 webpage services
IOWA FFA ASSOCIATION	80.00		DUES/FFA
IOWA GIRLS HS ATHLETIC UNION	30.00		DUES/BOYS TENNIS
IRC TEAM SPORTS	656.00		SUPPLIES/GENERAL ATHLETICS

MONTHLY BOARD VENDOR BILLS
June Accounts Payable

Vendor Name	Invoice Amount	Detail	Description
JEROME REMPE	135.00	GENERAL	ATHLETICS OFFICIAL
JIM DOYLE	125.00	GENERAL	ATHLETICS OFFICIAL
JOHN VEJVODA	125.00	GENERAL	ATHLETICS OFFICIAL
JOSH RASMUSSEN	180.00	GENERAL	ATHLETICS OFFICIAL
JOSHUA PERKINS	125.00	GENERAL	ATHLETICS OFFICIAL
JOSTENS	167.40	SUPPLIES/MS	ANNUAL
LOGAN HUGHES	80.00	GENERAL	ATHLETICS OFFICIAL
MARK THOLEN	135.00	GENERAL	ATHLETICS OFFICIAL
MICHAEL JAMES	140.00	GENERAL	ATHLETICS OFFICIAL
MIDDLE SCHOOL PTO	428.05	MUSTANG FIELD	CONCESSION SUPPLIES
MIKE MCDERMOTT	125.00	GENERAL	ATHLETICS OFFICIAL
MIKE PETERSON	72.00	GENERAL	ATHLETIC WORKERS
NATIONAL FFA ORGANIZATION	117.43	SUPPLIES/FFA	
PAPER TRAIL	45.96	SUPPLIES CLASS OF 2021	
RICHARD K. WHITEHILL	90.00	GENERAL	ATHLETICS OFFICIAL
RICK JONES	135.00	GENERAL	ATHLETICS OFFICIAL
RIEMAN MUSIC DES MOINES	755.79	Reeds Invoice# 3230725	
ROBERT BURRIS	125.00	GENERAL	ATHLETICS OFFICIAL
ROCSTOP - WHITEHILLS	450.00	Concession supplies	
RON HANSEN	72.00	GENERAL	ATHLETIC WORKERS
RONALD GRADOVILLE	135.00	GENERAL	ATHLETICS OFFICIAL
RONALD ROMINE	125.00	GENERAL	ATHLETICS OFFICIAL
RORY VOSS	150.00	GENERAL	ATHLETICS OFFICIAL
SERENITY STUDIO&SPA	91.00	SUPPLIES CLASS OF 2021	
SHENANDOAH CSD	109.00	SUPPLIES/FFA	
SHENANDOAH SCHOOL LUNCH	904.00	MUSTANG FIELD	CONCESSION SUPPLIES
SPORTS PLEX	400.00	B/G Golf Driving Range Practice	
TROPHIES PLUS	715.65	SUPPLIES/STUDENT COUNCIL	
TROY NICKLAUS	125.00	GENERAL	ATHLETICS OFFICIAL
VARSITY SPIRIT FASHIONS	5,886.95	SUPPLIES/CHEERLEADERS	
Fund Number 21	22,960.62		
Checking Account ID 40	Fund Number 81	TRUST FUNDS NON EXPENDABLE	
BRENNA GODFREAD/DMACC	200.00	SCHOLARSHIP/ELIZABETH O'BRIEN	
Fund Number 81	200.00		
Checking Account ID 40	Fund Number 91	AGENCY FUND	
BMO MASTERCARD	79.23	MIX IT UP SUPPLIES	
Fund Number 91	79.23		
Checking Account ID 40	23,239.85		

WELLNESS SERVICES AGREEMENT

This Services Agreement ("**Agreement**") is made and entered into this 1st day of July, 2021 (the "**Effective Date**") by and between Shenandoah Medical Center, an Iowa non-profit company ("**Hospital**") and Shenandoah Community School District, an Iowa public school corporation organized and existing under the laws of the State of Iowa ("**School District**").

PURPOSE

Hospital has developed a Workplace Wellness Solution Program (the "Program") through which Hospital provides certain wellness services, including annual wellness visits / health coach services, to promote healthy lifestyles and to foster work environments supporting wellness and preventive care initiatives. School District sponsors an employee wellness program. School District desires for Hospital to assist it with the administration of its employee wellness program and specifically in the provision of wellness services to School District's employees, in accordance with the terms and conditions outlined in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties hereto agree as follows:

1. **Services to be Provided.** Hospital shall provide the following wellness services, which are customarily provided through Hospital's Program (the "**Services**"):
 - (a) Lab Evaluation - On-site wellness screen offers 22 blood tests including cholesterol, blood sugar, thyroid, blood cell count, and electrolytes.
 - (b) Health Risk Assessment - Used to collect health information coupled with a process that includes biometric testing to assess an individual's health status, risks, and habits. This information is used to engage School District employees in their health, shape lifestyle choices, and promote prevention. A de-identified summary will be provided to School District Leadership to better understand the health characteristics of its employees.
 - (c) Care/Nutrition Management - An annual private consultation between the employee and our Occupational Health Nurse and Health Coach to discuss lab results, discuss the results of the health risk assessment and discuss a plan for preventative future care.
 - (d) Prevention Summary Roadmap - Preventative services recommended based on a patient's specific demographic.
 - (e) Annual Immunizations - On-site flu shots offered to all School District employees at a rate of \$30 per immunization (for 2021).
 - (f) Pre-work Job Screening - Series of tasks designed to assess a worker's ability to perform physical or other demands of a job for which he/she has been hired. This service is offered, upon request of the School District, at a fixed discounted rate of \$25 per screening.

- (g) SMC Wellness Center Access - The Wellness Center at Shenandoah Medical Center combines state-of-the-art equipment, comprehensive fitness programs and a team of professional trainers that work with individuals to develop and implement healthy lifestyle changes. Access by employees to the Wellness Center is included in this proposal.
- (h) Personal Training - Customized workout schedules based on health history, goals and current physical status. Employees will be advised on proper exercise techniques to ensure good form, strength and conditioning. This service is offered at a rate of \$25 per month, which will be billed directly to the employee, if employee elects to participate in this service.
- (i) Customized Services Brochure - A full packet will be composed by Hospital staff to be provided to School District's employees.

School District acknowledges and agrees that Hospital may modify the Services, in accordance with Hospital's Program. Hospital shall provide School District with notice of any material changes to the Services identified in this Section 1 at least thirty (30) days prior to any effective date of a change.

Hospital shall provide Services, through qualified personnel, in a professional and efficient manner in accordance with industry and professional standards. School District shall set aside and maintain designated areas adequate for the provision of Services. Hospital and School District shall mutually agree on a schedule for the performance of the Services. School District shall assist the Hospital in obtaining all necessary authorizations and consents for the provision of Services. The Hospital shall develop all authorization and consent forms for employees.

2. **Compensation.** In consideration of the Services, School District shall pay Hospital the fees in an amount and manner as outlined in Schedule A, attached hereto and incorporated herein by reference. On an annual basis, Hospital may modify the fees for the Services by providing at least thirty (30) days written notice of such modifications.

3. **Term and Termination.** The term of this Agreement will begin on July 1, 2021 and shall continue for one (1) year and may be renewed for successive one (1) year terms upon mutual agreement of the parties at least sixty (60) days prior to the end of the existing term (the initial term and any renewal term shall be referred to herein as the "**Term**"). This Agreement may be terminated prior to the expiration of any Term as follows:

(a) **Mutual Agreement.** If both Hospital and School District mutually agree, in writing, this Agreement shall terminate on the terms and date stipulated in such writing.

(b) **For Cause Termination.** This Agreement may be terminated by either party at any time by notifying the other party of its intention to terminate "for cause" at least thirty (30) days prior to the termination date. Such notice shall be in writing and specifically set forth the reasons justifying termination for cause. For purposes of this Agreement, "for cause" means: a material breach by a party to this Agreement of one or more obligations imposed upon the party under this Agreement. If the alleged breach is not cured within thirty (30) days, the Agreement will automatically terminate on the termination date specified in the notice.

2. **Relationship of the Parties.** The parties hereto are independent contractors. This Agreement does not constitute and shall not be construed in any manner so as to create as between these parties a joint venture, employment relationship, agency agreement, partnership or any other relationship other than that of independent contractors.

3. **Proprietary Information.** In the event Hospital needs any of School District's proprietary information, including but not limited to any marketing plans, financial information, trademarks, or copyrights (whether registered or unregistered), it shall only utilize such proprietary information to perform Services hereunder and shall return all proprietary information immediately upon the termination of this Agreement.

4. **Compliance with Laws & Regulations.** School District and Hospital agree to comply with all applicable federal, state and local laws in the performance of obligations under this Agreement, including but not limited to the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder ("**HIPAA**"). If Hospital is a Business Associate of School District, Hospital will execute a Business Associate Agreement.

5. **Insurance.** Hospital and School District shall each maintain comprehensive general liability insurance and professional liability insurance (for Hospital) in amounts of not less than \$1,000,000 per claim/\$3,000,000 in the aggregate. Upon request, each party will provide the other with a certificate of insurance evidencing this coverage.

6. **Indemnification.** To the extent permitted by law, each party shall indemnify and hold harmless the other against all actions, claims, demands and liabilities, and against all loss, damage, costs and expenses, including reasonable attorneys' fees, arising directly or indirectly from an alleged injury to a person or to property as a result of the negligent or intentional act or omission of a party or any of its employees, subcontractors, or agents, except to the extent any such loss, damage, costs and expenses were caused by the negligent or intentional act or omission of the other party or its officers, employees or agents or covered by applicable insurance.

7. **Notices.** Any notice required to be given by this Agreement shall be in writing and personally delivered or sent by certified U.S. mail to the following addresses:

If to Hospital:

Attn: Matt Sells, CEO
300 Pershing Ave.
Shenandoah, IA 51601

If to School District:

Attn: Kerri Nelson, Superintendent
304 West Nishna Road
Shenandoah, IA 51601

8. **Miscellaneous.** This Agreement may not be assigned by either party to this Agreement without the express written consent of the other party. This Agreement, including any attachments, contains the entire understanding of the parties with respect to the subject matter hereof, and supersedes all prior and contemporaneous agreements and understandings. Except as otherwise provided herein, any modification of this Agreement shall be effective only if it is in writing and signed by both parties to this Agreement. The failure or delay by a party at any time to require performance of any provision shall not affect the right of such party to require performance at a later time; no waiver shall be effective unless it is in writing and is signed by the party asserted to have granted such waiver. Should any provision of this Agreement or application thereof be held invalid or unenforceable, the remainder to this Agreement shall not be affected and shall continue to be valid and enforceable to the fullest extent

permitted by law unless to do so would defeat the purpose of this Agreement as mutually determined by the parties. This Agreement shall be governed by and construed in accordance with the laws of the State of Iowa.

IN WITNESS WHEREOF, the parties through their duly authorized officers, have executed this Agreement on the first date above written.

SCHOOL DISTRICT

HOSPITAL

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

**SCHEDULE A -
COMPENSATION**

Payment. School District shall pay Hospital an Annual Plan Fee in the amount of \$15,000.00. The Services that are included in the Annual Plan Fee are indicated below. In addition, and for the Services that are not included in the Annual Plan Fee, School District shall pay Hospital in the amount and manner indicated below.

Service	Price
Lab Evaluation	Included
Care/Nutrition Management	Included
Health Risk Assessment	Included
Preventive Summary Roadmap	Included
Annual Flu Immunizations	\$30/employee
Pre-work Job Screen	\$25/screen
SMC Wellness Center Access	Included
Personal Training	\$25/month (to be paid by employee)
Customized Services Brochure	Included

Payment Terms. For the Annual Plan Fee, School District agrees to pay Hospital the amount of the Annual Plan Fee by August 1, 2021 and then on the anniversary of such date for each successive term. For other charges, Hospital will maintain and will provide School District with documentation detailing Services provided during the previous month or some other time period. School District agrees to pay Contractor all fees due no later than thirty (30) days from the date of receipt of such documentation. Any amounts on invoices not paid within such period shall be subject to a compounding one and one-half percent (1.5%) service fee, or the maximum allowed by law, whichever is less, for each thirty (30) day period beyond the due date.



SHENANDOAH HIGH SCHOOL

COURSE HANDBOOK

2021-22

GRADUATION REQUIREMENTS

Language Arts - 8 credits; must be taken every year
Math – 6 credits; must be taken every year
7 credits; must be taken every year (classes of 2023 & after)
Science –
6 credits; must be taken every year
7 credits; must be taken every year (classes of 2023 & after)

Social Studies - 6 credits, including:
9th U.S. History (2 credits)
American Government (1 credit)
Physical Education - must be taken every year;
waivers are available
Personal & Career Readiness - 1 credit
Financial Literacy - 1 credit

A total of 50 credits are required to graduate from Shenandoah HS, with the remainder to be completed with electives.

COURSE DESCRIPTION INDEX

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Agricultural Science	5
Business	7
Family & Consumer Science	8
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ADVANCED PLACEMENT (AP) COURSES

3231/32 **AP BIOLOGY**

(1 year = 2 credits)

GRADES 11-12 ELECTIVE

PREREQUISITE: teacher approval & successful completion of HS Biology & HS Chemistry

MAXIMUM ENROLLMENT: 10 per section

This is an online course offered through Iowa Online Advanced Placement Academy (IOAPA). AP Biology is an introductory college-level biology course. Students cultivate their understanding of biology through inquiry-based investigations as they explore the following topics: evolution, cellular processes — energy and communication, genetics, information transfer, ecology, and interactions. Students are required to take the AP Biology Exam in May.

Laboratory requirement: This course requires that 25 percent of the instructional time will be spent in hands-on laboratory work, with an emphasis on inquiry-based investigations that provide students with opportunities to apply the science practices. Students are required to take the AP Biology exam in May. Seniors planning to graduate a semester early cannot enroll in yearlong AP classes.

3131/32 **AP CALCULUS AB**

(1 year = 2 credits)

GRADE 12 ELECTIVE

PREREQUISITE: teacher approval & students should complete four years of secondary mathematics designed for college-bound students: courses in which they study algebra, geometry, trigonometry, analytic geometry, and elementary functions. These functions include linear, polynomial, rational, exponential, logarithmic, trigonometric, inverse trigonometric, and piecewise-defined functions. Before studying calculus, students must be familiar with the properties of functions, the algebra of functions, and the graphs of functions. Students must also understand the language of functions (domain and range, odd and even, periodic, symmetry, zeros, intercepts, and so on) and know the values of the trigonometric functions at the numbers 0, $\pi/6$, $\pi/4$, $\pi/3$, $\pi/2$, and their multiples.

MAXIMUM ENROLLMENT: 10 per section

This is an online course offered through Iowa Online Advanced Placement Academy (IOAPA). AP Calculus AB is roughly equivalent to a first semester college calculus course devoted to topics in differential and integral calculus. The AP course covers topics in these areas, including concepts and skills of limits, derivatives, definite integrals, and the Fundamental Theorem of Calculus. The course teaches students to approach calculus concepts and problems when they are represented graphically, numerically, analytically, and verbally, and to make connections amongst these representations.

Students learn how to use technology to help solve problems, experiment, interpret results, and support conclusions. Students are required to take the AP Calculus AB exam in May. Seniors planning to graduate a semester early cannot enroll in yearlong AP classes.

3226/27 **AP CHEMISTRY**

(1 year = 2 credits)

GRADES 11-12 ELECTIVE

PREREQUISITE: Chemistry

MAXIMUM ENROLLMENT: 15 per section

This course is offered at Shenandoah High School and online through Iowa Online Advanced Placement Academy (IOAPA). Chemistry is the study of the properties and structure of matter. The AP Chemistry course covers the same content covered in two semesters of general chemistry at a college level. Successful completion of high school chemistry is a prerequisite for AP Chemistry. In AP Chemistry, students will expand their knowledge on, among other topics, the structure of atoms, chemical bonding, chemical reactions, stoichiometry, gas laws, solution chemistry, thermochemistry, nuclear chemistry, reaction kinetics, electrochemistry, equilibrium, acids and bases, and more. The course is also designed to replicate the same experience as that of college chemistry laboratory course. Students will spend time doing in-depth experiments and write college level quality lab reports. Using the history of scientific theory, science textbooks, lab investigations, and research, students will become even more scientifically literate in chemistry. Not only will students listen to lectures, but they will participate in brainstorming, cooperative learning, guided practice, inquiry, and note-taking. Students will also use some memorization, graphic organizers, research, and technology to aid their learning. The course is designed to improve the study skills that are necessary to be successful in rigorous college level courses. Students are required to take the AP Chemistry exam in May. Seniors planning to graduate a semester early cannot enroll in yearlong AP classes.

3867 **AP COMPUTER SCIENCE A (JAVA)** (1 year = 2 credits)

GRADES 11-12 ELECTIVE

PREREQUISITE: teacher approval & Algebra 1; Algebra 2 is recommended

MAXIMUM ENROLLMENT: 10 per section

This is an online course offered through Iowa Online Advanced Placement Academy (IOAPA). Students will learn to design and implement computer programs that solve problems relevant to today's society, including art, media, and engineering. AP Computer Science A teaches object-oriented programming using the Java language and is meant to be the equivalent of a first semester, college-level course in computer science. It will emphasize problem solving and algorithm development and use hands-on experiences and examples so that students can apply programming tools and solve complex problems. Students are required to take the AP Computer Science exam in May. Seniors planning to graduate a semester early cannot enroll in yearlong AP classes.

AP COMPUTER SCIENCE PRINCIPLES (1 year = 2 credits)

GRADES 11-12 ELECTIVE

PREREQUISITE: teacher approval & Algebra 1, Algebra 2 is recommended

MAXIMUM ENROLLMENT: 10 per section

This is an online course offered through Iowa Online Advanced Placement Academy (IOAPA). The course introduces students to the creative aspects of programming, abstractions, algorithms, large data sets, the Internet, cybersecurity, and how computing impacts our world. Students will develop the computational thinking skills needed to fully exploit the power of digital technology and help build a strong foundation in core programming and problem-solving. Students are required to take the AP Computer Science Principles exam in May. Seniors planning to graduate a semester early cannot enroll in yearlong AP classes.

4045/46 **AP ENVIRONMENTAL SCIENCE** (1 year = 2 credits)

GRADES 11-12 ELECTIVE

PREREQUISITE: Biology, Chemistry, & Algebra 1

MAXIMUM ENROLLMENT: 15 per section

This course is offered at Shenandoah High School and online through Iowa Online Advanced Placement Academy (IOAPA). The AP Environmental Science course is designed to be the equivalent of a one-semester, introductory college course in environmental science. AP Environmental Science includes a wide variety of topics, including geology, biology, environmental studies, environmental science, chemistry, and geography. It is a rigorous science course that stresses scientific principles and analysis and will include a laboratory component. The goal of APES is to provide students with the scientific principles, concepts, and methodologies required to understand the interrelationships of the natural world, to identify and analyze environmental problems both natural and human-made, to evaluate the relative risks associated with these problems, and to examine alternative solutions for resolving and/or preventing them. Students are required to take the AP Environmental Science exam in May. Seniors planning to graduate a semester early cannot enroll in yearlong AP classes.

3883/84 **AP LANGUAGE & COMPOSITION** (1 year = 2 credits)

GRADES 11-12 ELECTIVE

PREREQUISITE: Advanced Language Arts & teacher approval

MAXIMUM ENROLLMENT: 15 per section

This course is offered at Shenandoah High School and online through Iowa Online Advanced Placement Academy (IOAPA). The AP English Language and Composition course aligns to an introductory college-level rhetoric and writing curriculum, which requires students to develop evidence-based analytic and argumentative essays that proceed through several stages or drafts. Students evaluate, synthesize, and cite research to support their arguments. Throughout the course, students develop a personal style by making appropriate grammatical choices. Additionally, students read and analyze the rhetorical elements and their effects in non-fiction texts, including graphic images as forms of text, from many disciplines and historical periods. Students are required to take the AP English Language and Composition exam in May. Seniors planning to graduate a semester early cannot enroll in yearlong AP classes.

3307/3876 **AP LITERATURE & COMPOSITION** (1 year = 2 credits)

GRADES 11-12 ELECTIVE

PREREQUISITE: Advanced Language Arts & teacher approval

MAXIMUM ENROLLMENT: 15 per section

This course is offered at Shenandoah High School and online through Iowa Online Advanced Placement Academy (IOAPA). The AP English Literature and Composition course aligns to an introductory college-level literary analysis course. The course engages students in the close reading and critical analysis of imaginative literature to deepen their understanding of the way writers use language to provide both meaning and pleasure. As they read, students consider a work's structure, style, and themes, as well as its use of figurative language, imagery, symbolism, and tone. Writing assignments include expository, analytical, and argumentative essays that require students to analyze and interpret literary works. Students are required to take the AP English Literature and Composition exam in May. Seniors planning to graduate a semester early cannot enroll in yearlong AP classes.

3835 **AP MACROECONOMICS** (1 semester = 1 credit)

GRADES 11-12 ELECTIVE

PREREQUISITE: teacher approval & ability to read a college-level textbook and should possess basic mathematics and graphing skills

MAXIMUM ENROLLMENT: 10 per section

This is an online course offered through Iowa Online Advanced Placement Academy (IOAPA). AP Macroeconomics is an introductory college-level course that focuses on the principles that apply to an economic system as a whole. The course places emphasis on the study of national income and price-level determination; it also develops students' familiarity with economic performance measures, the financial sector, stabilization policies, economic growth, and international economics. Students learn to use graphs, charts, and data to analyze, describe, and explain economic concepts. Students are required to take the AP Macroeconomics exam in May.

3834 **AP MICROECONOMICS** (1 semester = 1 credit)

GRADES 11-12 ELECTIVE

PREREQUISITE: teacher approval & ability to read a college-level textbook and should possess basic mathematics and graphing skills

MAXIMUM ENROLLMENT: 10 per section

This is an online course offered through Iowa Online Advanced Placement Academy (IOAPA). AP Microeconomics is an introductory college-level course that focuses on the principles of economics that apply to the functions of individual economic decision-makers. The course also develops students' familiarity with the operation of product and factor markets, distributions of income, market failure, and the role of government in promoting greater efficiency and equity in the economy. Students learn to use graphs, charts, and data to analyze, describe, and explain economic concepts. Students are required to take the AP Microeconomics exam in May.

3414 **AP PSYCHOLOGY** (1 semester = 1 credit)

GRADES 11-12 ELECTIVE

PREREQUISITE: teacher approval & ability to read a college-level textbook and write grammatically correct, complete sentences

MAXIMUM ENROLLMENT: 10 per section

This is an online course offered through Iowa Online Advanced Placement Academy (IOAPA). The AP Psychology course introduces students to the systematic and scientific study of human behavior and mental processes. While considering the psychologists and studies that have shaped the field, students explore and apply psychological theories, key concepts, and phenomena associated with such topics as the biological bases of behavior, sensation and perception, learning and cognition, motivation, developmental psychology, testing and individual differences, treatment of abnormal behavior, and social psychology. Throughout the course, students employ psychological research methods, including ethical considerations, as they use the scientific method, analyze bias, evaluate claims and evidence, and effectively communicate ideas. Students are required to take the AP Psychology exam in May.

3848/75 AP STATISTICS

(1 year = 2 credits)

GRADES 11-12 ELECTIVE

*PREREQUISITE: Algebra 2 & teacher approval**MAXIMUM ENROLLMENT: 10 per section*

This is an online course offered through Iowa Online Advanced Placement Academy (IOAPA). The AP Statistics course is equivalent to a one-semester, introductory, non-calculus-based college course in statistics. The course introduces students to the major concepts and tools for collecting, analyzing, and drawing conclusions from data. There are four themes in the AP Statistics course: exploring data, sampling and experimentation, anticipating patterns, and statistical inference. Students use technology, investigations, problem solving, and writing as they build conceptual understanding. Students are required to take the AP Statistics exam in May. Seniors planning to graduate a semester early cannot enroll in yearlong AP classes.

3404 AP U.S. GOVERNMENT & POLITICS (1 semester = 1 credit)

GRADE 12 ELECTIVE

*PREREQUISITE: U.S History, teacher approval & ability to read a college-level textbook & write grammatically correct, complete sentences**MAXIMUM ENROLLMENT: 10 per section*

This is an online course offered through Iowa Online Advanced Placement Academy (IOAPA). It is modeled after the goals, topics, and outlines provided by the College Board Advance Placement Program. Using their guidelines, the instructor will set the curriculum for this class as the equivalent of a rigorous political science college class. This course will focus on issues in government and politics in the United States. The course outline contains a detailed list of topics in sequential order. Students should expect to achieve mastery to meet the standards and benchmarks. Students should enhance reading and writing skills. Students will learn the demanding pace of college classes, how to thoroughly examine materials and topics, and the amount of out-of-class time it takes to complete a college level course. No matter the score achieved on the AP exam, student should take away skills and knowledge that will prepare them to be successful college students after graduation. This course addresses the same standards as American Government, but in a more in depth and rigorous study. Students are required to take the AP Government exam in May.

408283 AP UNITED STATES HISTORY

(1 year = 2 credits)

GRADES 11-12 ELECTIVE

*PREREQUISITE: 9th American History**MAXIMUM ENROLLMENT: 15 per section*

This course is offered at Shenandoah High School and online through Iowa Online Advanced Placement Academy (IOAPA). AP United States History focuses on developing students' abilities to think conceptually about U.S. history from approximately 1491 to the present and apply historical thinking skills as they learn about the past. Seven themes of equal importance — identity; peopling; politics and power; work, exchange, and technology; America in the world; environment and geography; and ideas, beliefs, and culture — provide areas of historical inquiry for investigation throughout the course. These require students to reason historically about continuity and change over time and make comparisons among various historical developments in different times and places. Students are required to take the AP United States History exam in May. Seniors planning to graduate a semester early cannot enroll in yearlong AP classes.

AP SPANISH

(1 year = 2 credits)

GRADES 11-12 ELECTIVE

*PREREQUISITE: 3–4 years of Spanish or equivalent native fluency**MAXIMUM ENROLLMENT: 10 per section*

This is an online course offered through Iowa Online Advanced Placement Academy (IOAPA). AP Spanish Language students practice perfecting their Spanish speaking, listening, reading, and writing skills. They study vocabulary, grammar, and cultural aspects of the language, and then apply what they learn in extensive written and spoken exercises. The course addresses the broad themes of Global Challenges, Science and Technology, Contemporary Life, Personal and Public Identities, Families and Communities, and Beauty and Aesthetics. By the end of the course, students will have an expansive vocabulary, a solid, working knowledge of all verb forms and tenses, strong command of other language structures, and an ability to use language in many different contexts and for varied purposes. The equivalent of a college-level language course, AP Spanish Language prepares students for the AP exam and for further study of Spanish language, culture, or literature. Students are required to take the AP Spanish exam in May. Seniors planning to graduate a semester early cannot enroll in yearlong AP classes.

AGRICULTURAL SCIENCE

4117 **AGRICULTURAL POWER & TECH** (1 semester = 1 credit) GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

The focus of Agricultural Power and Technology (APT) is to expose students to mechanics, power, technology, and career options in the world of agriculture. Students participating in the APT course will have experiences in various mechanical and engineering concepts with exciting hands-on activities, projects, and problems. Student's experiences will involve the study of energy, tool operation and safety, material properties, machine operation, and structural components. Students will acquire the basic skills to operate, repair, engineer, and design agricultural tools and equipment. Throughout the course, students will apply engineering principles to the construction of machines and structures. Students will explore projects and problems similar to those that a tradesperson, technician, or engineer may face in their respective careers. In addition, students will understand specific connections between science, math, and technical skills applied to Supervised Agricultural Experiences and FFA components that play an important role in developing an informed agricultural education student. Students will investigate, experiment, and learn about documenting a project, solving problems, and communicating their solutions to their peers and members of the professional community. The Agricultural Power and Technology course includes: • Shop Safety • Tool Operation • Material Selection and Uses • Fabrication • Energy and Power Production • Machine Components and Design • Agricultural Structures • Engineering Design Process • Technical Applications of Math and Science. This course qualifies for FFA membership.

4117 **CASE AGRICULTURE BUSINESS FOUNDATION (ABF)** (1 semester = 1 credit) GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

Agricultural Business Foundations (ABF) introduces students to business management in agriculture. Mathematics, reading, and writing components are woven in the context of agriculture and students will use the introductory skills and knowledge developed in this course throughout subsequent Curriculum for Agriculture Science Education (CASE) courses. Throughout the course are practical and engaging activities, projects, and problems to develop an improved business and employability skills. Additionally, students investigate and develop viable business plans in order to solve local problems. The business plan ideas are communicated to student peers and members of the professional community.

The ABF course includes starting a business, financial documents, risk management, and writing a business plan. The ABF course is an elective course from the CASE course menu. The course is structured for all students to experience agricultural business management practices in order to continue through a sequence of courses through high school. The knowledge and skills students develop can be used within multiple pathways of study. Participation in FFA is not required but is strongly recommended. This course qualifies for FFA membership.

4126 **EXPLORATORY AG** (1 semester = 1 credit) GRADES 8-9 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 20 per section

This introductory agriculture covers a wide range of agricultural science topics. Units covered: Teamwork and Communication, Global Agriculture, Careers and You, Animal Science, Plant Science, Ag Mechanics, & Food Science. This class will introduce students to FFA. The class is designed around project based learning and hands-on activities.

3754 **FALL HORTICULTURE** (1 semester = 1 credit) GRADES 10-12 ELECTIVE

PREREQUISITE: Introduction to Agriculture, Food, & Natural Resources 1

MAXIMUM ENROLLMENT: 15 per section

This class focuses on plant science and incorporates working in the greenhouse to apply students' learning hands-on. Fall Horticulture's main project is raising 200+ poinsettias in the greenhouse to sell the community. The semester long project includes experimenting with different varieties of poinsettias and growing medium. Students also learn about horticulture careers, plant propagation, greenhouse structures, and common plant pests. Participation in FFA is not required but is strongly recommended. This course qualifies for FFA membership.

3787/88 **INTRO TO AGRICULTURE, FOOD & NATURAL RESOURCES 1** (1 year = 2 credits) GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

This introductory agriculture class gives students a taste of everything that agriculture has to offer. The class begins by explaining the importance of agriculture and its industry in our state, country, and world. Students are shown the variety of areas and career opportunities involved within the agricultural field. A unit over FFA is covered explaining the history, guiding principles, and opportunities of the national organization. Students are also introduced to parliamentary procedure during this time, learning the proper ways to conduct business at meetings. The second half of the class focuses on basic animal science, covering the animal systems, common livestock breeds, and the importance of the animal industry and its many products. Also, the agriculture science class will cover a variety of life science, food science, and a basic agricultural energy unit. Participation in FFA is not required but is strongly recommended. **This course is the first needed in order to take other agricultural classes offered & must be taken for FFA membership.*

3789/90 **INTRO TO AGRICULTURE, FOOD & NATURAL RESOURCES 2** (1 year = 2 credits) GRADES 10-12 ELECTIVE

PREREQUISITE: Introduction to Agriculture, Food & Natural Resources 1

MAXIMUM ENROLLMENT: 24 per section

Intro to Agriculture 2's primary focus is plant science and natural resources. The first semester is spent looking into plant science in-depth and covering common crops grown in our area, as well as around the world. Second semester highlights wildlife and natural resources and their importance. Students learn about the wildlife industry, protecting it, and using it wisely. Recreational wildlife is covered by including fishing, hunting, and trapping. Environmental science topics are studied in depth to give students an appreciation of natural resources. Participation in FFA is not required but is strongly recommended. This course qualifies for FFA membership.

3753 **IWCC FARM BUSINESS MANAGEMENT** (1 semester = 1.5 HS & 3.0 IWCC credits) GRADES 11-12 ELECTIVE

PREREQUISITE: Introduction to Agriculture, Food & Natural Resources 1 & 2

MAXIMUM ENROLLMENT: 24 per section

Farm Business Management examines the business and economic principles applied to decision-making and problem-solving in the management of a farm business. Students learn about cash flow, partial, enterprise, and whole farm budgeting. Additional topics include information systems for farm accounting, analysis, and control; obtaining and managing land, capital, and labor resources; and alternatives for farm business organizations. This is Iowa Western Community College's course #AGB 330. Participation in FFA is not required but is strongly recommended. This course qualifies for FFA membership.

4028 **IWCC SURVEY OF THE ANIMAL INDUSTRY** (1 semester = 1.5 HS & 3.0 IWCC credits) GRADES 11-12 ELECTIVE

PREREQUISITE: Introduction to Agriculture, Food & Natural Resources 1

MAXIMUM ENROLLMENT: 24 per section

This class goes further into depth about animal science topics covered in Introduction to Agriculture, Food, & Natural Resources 1. Students learn more about the biotechnology side of the field, including genetics, artificial insemination, and embryo transfer. Food safety and security is also covered, including meat science. This is Iowa Western Community College's course #AGS 113. Participation in FFA is not required but is strongly recommended. This course qualifies for FFA membership.

3756 **LEADERSHIP & DEVELOPMENT** (1 semester = 1 credit) GRADES 11-12 ELECTIVE

PREREQUISITE: Introduction to Agriculture, Food & Natural Resources 1

MAXIMUM ENROLLMENT: 24 per section

Leadership is for students striving to become better leaders through the development of personal and group skills. Students will look into the different personality traits, leadership styles, group dynamics, followership skills, team building, public speaking, and self-concept. The class will also complete a service project during the semester. This class is highly recommended for FFA officers, as well as any other student looking to improve their ability to lead and influence others. Participation in FFA is not required but is strongly recommended. This course qualifies for FFA membership.

3757 **SMALL ANIMAL VET CARE** (1 semester = 1 credit) GRADES 10-12 ELECTIVE

PREREQUISITE: Introduction to Agriculture, Food & Natural Resources 1

MAXIMUM ENROLLMENT: 24 per section

Small Animal Vet focuses on the pet industry. Topics covered include the U.S. pet industry, careers with small animals, animal rights and welfare, and animal safety. Students then learn more about the breeds, care, feeding, diseases, and reproduction of common pet species, such as dogs, cats, rabbits, and many more. Class will participate in dog grooming, care, and service placement of small animals. Participation in FFA is not required but is strongly recommended. This course qualifies for FFA membership.

3755 **SPRING HORTICULTURE** (1 semester = 1 credit) GRADES 10-12 ELECTIVE

PREREQUISITE: Introduction to Agriculture, Food & Natural Resources 1

MAXIMUM ENROLLMENT: 15 per section

This class focuses on plant science and incorporates working in the greenhouse to apply students' learning hands-on. Spring Horticulture's main project is starting 50+ varieties of annual flower and vegetable plants to sell to the community. Students decide on the plants to grow, germinate them from seed, and transplant as needed until they are ready to sell. Over 100 hanging baskets are also made and cared for during this time. Other topics include horticulture careers, landscape design, floriculture, tree pruning, and plant propagation. Participation in FFA is not required but is strongly recommended. This course qualifies for FFA membership.

BUSINESS

COMPUTER GRAPHICS (1 year = 2 credits) GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 12 per section

This is an introductory course that provides students with a basic understanding of the field of desktop publishing software and presentation software to create business publications and presentations for our school and local community. Additional topics may include design, word processing, and the use of extra equipment. Course work will include course demonstrations, laboratory exercises, and projects that are deadline oriented.

4074/75 **COMPUTER SCIENCE & ROBOTICS** (1 year = 2 credits) GRADES 9-12 ELECTIVE

PREREQUISITE: Algebra 1

MAXIMUM ENROLLMENT: 24 per section

This course introduces students to the foundational concepts of computer science and challenges them to explore how computing and technology can impact the world. The course is designed with the goal of creating leaders in computer science fields and attracting and engaging those who are traditionally underrepresented with essential computing tools and multi-disciplinary opportunities. Students will use this course to design a brand, build and program an industrial sized robot to compete in the FIRST robotics competition.

4071/72 **INNOVATIVE MARKETING** (1 year = 2 credits) GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

The class will use a project-based approach where students focus on serving our community. Co-ops with local businesses and organizations will be utilized to provide real world experiences for the students, as well as serving our community by assisting with their interests and needs. The students will also enlist the use of multiple forms of mass media and technology to promote sports, clubs, in other attributes of our school.

3773 **INTRODUCTION TO BUSINESS**

(1 year = 2 credits)

GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

Students develop skills relating to general business situations. The course concentrates on units dealing with the concepts and processes associated with successful entrepreneurship. Topics could also include budgeting, banking, credit, insurance, taxes, and living on your own.

FAMILY & CONSUMER SCIENCE

3706 **CHILD DEVELOPMENT 1**

(1 semester = 1 credit)

GRADES 10-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 20 per section

In this class, we will begin the study of principles of child growth and development. We will study the physical, intellectual, emotional, and social development of children. We will also examine the decision to parent and child guidance. You will also have the opportunity to observe and work with children outside of our classroom.

4061 **CHILD DEVELOPMENT 2**

(1 semester = 1 credit)

GRADES 10-12 ELECTIVE

PREREQUISITE: Child Development 1

MAXIMUM ENROLLMENT: 20 per section

This class will continue the study of child growth and development that was started in Child Development 1. In addition to stages and areas of development, special topics will be examined. You will have the opportunity to observe and work with children outside of our classroom.

3703 **CULINARY ARTS 1**

(1 semester = 1 credit)

GRADES 10-12 ELECTIVE

PREREQUISITE: Foods 1 & Foods 2

MAXIMUM ENROLLMENT: 20 per section

This class will learn and prepare advanced culinary techniques and categories of foods. We will also investigate the culinary arts and food service industries. This class will have the opportunity to cook and be evaluated for your efforts by others.

4060 **CULINARY ARTS 2**

(1 semester = 1 credit)

GRADES 10-12 ELECTIVE

PREREQUISITE: Foods 1, Foods 2, & Culinary Arts 1

MAXIMUM ENROLLMENT: 20 per section

This class will continue the study of Culinary Arts 1 into advanced culinary techniques and categories of food. In addition, students will have the opportunity to learn about food and culture around the world and prepare multicultural foods.

3709 **FAMILY RELATIONS**

(1 semester = 1 credit)

GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 20 per section

Family is the building block of society. This class will give you an in-depth look at families today. We will study the structure of family, the characteristics of a good family, the development of a family, and challenges they may face. You will work to develop the skills to become a positive family member and to build positive relationships for all aspects of life.

3701 **FOODS 1**

(1 semester = 1 credit)

GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 20 per section

This class will teach you the basics about food preparation, nutrition and the role that food plays in our lives. We will cover topics such as personal and food safety, kitchen basics, various aspects of nutrition, and much more. You will have the opportunity to practice your skills in the kitchen throughout the semester.

3702 **FOODS 2** (1 semester = 1 credit) GRADES 9-12 ELECTIVE
PREREQUISITE: Foods 1
MAXIMUM ENROLLMENT: 20 per section
This class will teach you to prepare different types of basic foods. We will cover units including breads, pies and pastries, cakes, cookies, and much more. We also look more into nutrition related to weight management and eating habits, as well as meal planning. You will have the opportunity to practice your skills in the kitchen throughout the semester.

3710 **HOUSING & INTERIORS** (1 semester = 1 credit) GRADES 9-12 ELECTIVE
PREREQUISITE: none
MAXIMUM ENROLLMENT: 20 per section
In this class, we will discuss housing basics and the role of housing in our lives. The topics we will cover include influences on housing choices, types of housing, the history of housing, architectural elements, floor plans and room arrangements, design, renting and owning, and more. You will have many opportunities to express your creativity in this class.

3705 **INDEPENDENT LIVING** (1 semester = 1 credit) GRADES 11-12 ELECTIVE
PREREQUISITE: none
MAXIMUM ENROLLMENT: 20 per section
This class will learn about knowledge and skills you need to become an independent and successful adult. You will learn about values, goals, resource management, financial skills, decisions related to consumerism, balancing roles, self-care, "adulting," and much more. Many projects and hands-on activities will be a part of this class in order to teach you how to live on your own.

FINE ARTS

3638 **3-D SCULPTURE** (1 semester = 1 credit) GRADES 10-12 ELECTIVE
PREREQUISITE: Intro to Ceramics
MAXIMUM ENROLLMENT: 14 per section
Using methods taught in Intro to Ceramics, students will create sculptures out of many types of media such as clay, paper mache, wire, and found objects.

3646 **AMERICAN MUSIC HISTORY** (1 semester = 1 credit) GRADES 9-12 ELECTIVE
PREREQUISITE: none
MAXIMUM ENROLLMENT: 24 per section
American Music History studies the history of music in the United States and influences on that music from other countries. Units include music from folk and classical, Broadway, jazz, rock, hip-hop and R&B.

4088/85 **AP ART** (1 year = 2 credits) GRADE 11-12 ELECTIVE
PREREQUISITE: Intro to Drawing & Painting, Drawing, & Painting
MAXIMUM ENROLLMENT: 15 per section
The serious art student will be expected to develop their creative potential and personal style. Students will have the option of specializing in either: AP Studio Art-2D design, AP Studio Art-3D design, or AP Studio Art-Drawing. This course may be repeated for additional credit. Students will create a portfolio along with sketchbooks and artists statements that will be submitted to College Board as their exam at the end of the year. Seniors planning to graduate a semester early cannot enroll in yearlong AP classes.

4086/87 **AP MUSIC THEORY** (1 year = 2 credits) GRADES 11-12 ELECTIVE
RECOMMENDED PREREQUISITE: ability to read music
MAXIMUM ENROLLMENT: 15 per section
Music Theory is intended to present the basic concepts of music, at a college freshman level, from notation to tonality with an emphasis on analyzing music, sight singing, and ear training. Students are required to take the AP Music Theory exam in May. Seniors planning to graduate a semester early cannot enroll in yearlong AP classes.

3639 **ART PORTFOLIO** (1 semester = 1 credit) GRADE 12 ELECTIVE
PREREQUISITE: all offered art classes & teacher approval
MAXIMUM ENROLLMENT: none
Students must have taken all arts classes: Intro to Drawing & Painting, Drawing, Painting, Intro to Ceramics, & 3D Sculpture. This may only be taken as a senior and teacher must sign student into the class. This is a self-directed class to build a college portfolio. Students will have a select number of pieces to show at contest.

3629/30 **BAND** (1 year = 2 credits) GRADES 9-12 ELECTIVE
PREREQUISITE: 7/8 Band or summer lessons
MAXIMUM ENROLLMENT: none
Courses in Band are intended to develop technique for playing brass, woodwind, and percussion instruments, marching style and to cover appropriate band literature styles for marching and concert performances.

3631/32 **CHOIR** (1 year = 2 credits) GRADES 9-12 ELECTIVE
PREREQUISITE: none
MAXIMUM ENROLLMENT: none
Choir is a large choral performing group available for all high school singers, regardless of previous experience. This ensemble focuses on part-reading and singing, music terminology, large group ensemble performance technique, tone, vocal technique, and vocal health. It offers a variety of vocal music literature and represents the school in public concerts, contests, and school performances. Choir meets daily. Students can be in both instrumental and vocal music.

4069/70 **DIGITAL STREAMING** (1 year = 2 credits) GRADES 9-12 ELECTIVE
PREREQUISITE: teacher approval
MAXIMUM ENROLLMENT: 15 per section
This course is designed to develop students' skills in yearbook production. Students will use technology as a tool to communicate, collaborate, publish, and interact with peers, experts, and other audiences. Students will gain skills in the following areas: page design, publishing techniques, copywriting, editing, photography, time management, teamwork, marketing, and leadership skills. Students are tasked with producing a timeless, creative, and innovative publication which will record our school's community, memories, and events.
*Students involved must be willing to attend events and games outside of the school day to take photographs.

3637 **DRAWING** (1 semester = 1 credit) GRADES 10-12 ELECTIVE
PREREQUISITE: Intro to Drawing & Painting
MAXIMUM ENROLLMENT: 18 per section
Students will study the principles of design and create works of art in a variety of media. Human and animal forms will be studied. Students will create a sketchbook and work on developing a personal style.

3613 **INDEPENDENT BAND** (1 semester = 1 credit) GRADES 9-12 ELECTIVE
PREREQUISITE: 7/8 Band
MAXIMUM ENROLLMENT: none
The independent band course is offered in the fall for students wishing to audition for all-state band. Students taking this course will have personal assistance from the teacher and additional time to practice.

3614 **INDIVIDUAL VOCAL TECHNIQUE/CHAMBER CHOIR** (1 semester = 1 credit) GRADES 9-12 ELECTIVE
COREQUISITE: enrollment in Choir, teacher placement/audition
MAXIMUM ENROLLMENT: none
During the first quarter, the students involved in Individual Vocal Techniques will be concentrating their efforts on developing vocal techniques consistent with the following: Independent a capella singing in SATB quartets, development of musicianship, and high-level thinking and performance skills. If students are auditioning for All-State, they must be in this class. Second quarter, as well as second semester, the students will continue working as a performance group (chamber choir). This auditioned choir will work on high level pieces of music.

- 4026 **INTRO TO CERAMICS** (1 semester = 1 credit) GRADES 9-12 ELECTIVE
PREREQUISITE: none
MAXIMUM ENROLLMENT: 15 per section
 Students will learn four methods of building in ceramics: pinch pottery, coil pottery, slab and throwing on the potter's wheel. In addition, students will learn printmaking techniques such as mono printing, embossing, and linoleum print.
- 4025 **INTRO TO DRAWING & PAINTING** (1 semester = 1 credit) GRADES 9-12 ELECTIVE
PREREQUISITE: none
MAXIMUM ENROLLMENT: 20 per section
 Students will learn the elements of design, and learn basic drawing and painting techniques through pencil, color pencil, charcoal, ink, watercolor and acrylic paints. The grid system will be taught so students can properly enlarge a photograph.
- 3642 **JAZZ BAND** (1 semester = 1 credit) GRADES 9-12 ELECTIVE
COREQUISITE: enrollment in Band
MAXIMUM ENROLLMENT: none
 The Jazz Band course is intended to develop techniques for playing instruments in the jazz style. Depending on enrollment, the course may concentrate on solo performance and improvisation or be a rehearsal time for the Jazz Band.
- 4109 **MUSICAL THEATER** (1 semester = 1 credit) GRADES 9-12 ELECTIVE
PREREQUISITE: none
MAXIMUM ENROLLMENT: 24 per section
 The Musical Theater course provides students with the opportunity to explore and/or participate in various aspects of musical theatre, including auditioning, singing, acting, and dancing. The course reviews the history and evolution of musical theatre, its literature and artists, and styles of composition and vocal presentation. Students work collaboratively on performances, including solo, duet, and ensemble work.
- 3610 **PAINTING** (1 semester = 1 credit) GRADES 10-12 ELECTIVE
PREREQUISITE: Intro to Drawing & Painting
MAXIMUM ENROLLMENT: 15 per section
 Painting students expand their use of the elements and principles of design studied in Intro to Drawing and Painting. Students will explore a variety of painting media as they work with more complex ideas, and depth of issues, form and concept.

FOREIGN LANGUAGE

Please note:

--Spanish is not required for graduation from Shenandoah High School. However, families need to be aware of the college admission and completion/graduation requirements; while 2 years often is enough for college admission, some students then would take additional language classes while in college.

--Students who speak Spanish at home may be placed in different levels at different times than other students, based upon their skill level and participation in class. They will be required to complete coursework appropriate to their own skill level.

--All students in Spanish 3 & 4 will be tested for proficiency in April. English-proficient students also demonstrating at least an Intermediate Mid-level proficiency in Spanish will be recognized with the Iowa Seal of Biliteracy upon graduation.

3621/22 **SPANISH 1**

(1 year = 2 credits)

GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

This Spanish class is for beginners. Students will experience a high volume of input in Spanish, both in listening and reading formats, so each student is expected to do their part with regards to paying attention and participating actively in discussions and activities. Students work up to reading for 10 minutes in Spanish every single day, starting out with very simple, picture-supported texts. The teacher will also read at least one novel aloud to the class each year, and students will be assessed over the novel. Expect to provide short, simple answers in spoken and written format on topics relating directly to the student. These could include describing people, family, clothing, and interests/activities. The midterm and final have multiple parts to assess the three standards, and a student must complete all parts of both in order to move to the next semester or level. Target proficiency level: Novice High - communicates in lists and mostly short phrases, with some sentences on highly familiar topics. Typically uses words or phrases memorized from class. *Note: if the student does not have a strong enough base to be successful in Spanish 2, the student may be required to repeat Spanish 1 regardless of their final semester grades.*

3623/24 **SPANISH 2**

(1 year = 2 credits)

GRADES 10-12 ELECTIVE

PREREQUISITE: Spanish 1 with a C or higher

MAXIMUM ENROLLMENT: 24 per section

The goal for Spanish 2 is to strengthen the skills begun in Spanish 1. Students will continue experiencing a high volume of input in Spanish through listening and reading. Students read 10 minutes in Spanish every day, and a student may be assessed over a novel they read. Expect to provide a little longer answers in spoken and written format on topics such as food, health, and weekly activities, although topics may change based on class interest. Excellent attendance, attention, and active class and small group participation are expected. The midterm and final have multiple parts to assess each of the three standards, and a student must complete all parts of both in order to move to the next semester or level. Target proficiency level: stronger Novice High, with some Intermediate Low - is able to communicate more often with complete sentences and is able begin explaining familiar topics in depth. Recombines chunks learned in class to create new things.

3625-28 **SPANISH 3 & 4**

(1 year each = 2 credits each)

GRADES 11-12 ELECTIVE

SPANISH 3 PREREQUISITE: Spanish 1 & 2 with a C or higher

SPANISH 4 PREREQUISITE: Spanish 1, 2, & 3 with a grade of C or higher

MAXIMUM TOTAL ENROLLMENT: 24 per section

Spanish 3 and 4 is taught together, so content changes every other year. Students read in Spanish at least 10 minutes every single day, and instruction and materials are commonly delivered in comprehensible Spanish. Students are expected to interact in Spanish as much as possible. A wide variety of topics may be covered, and novels, movies/videos/TV series in Spanish may be used. Excellent attendance, active attention and participation in class and small-group discussions, the ability to use the imperfect language acquired without over-using translators, and the drive to use Spanish outside of the class all are necessary skills for achieving proficiency. The midterm and final have multiple parts to assess the three standards, and a student must complete all parts of both in order to advance. All students will be tested for proficiency in April, and this test serves as their final. Target proficiency level is Intermediate Low-Mid for Spanish 3 and Intermediate Mid for Spanish 4, where students can speak in depth on numerous topics and multiple time frames (past, present, future).

HEALTH SCIENCE

4027/59 **INTRODUCTION TO HEALTHCARE** (1 year = 2 credits)

GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

The Introduction to Healthcare class provides an overview of the therapeutic, diagnostic, health informatics, support services, and biotechnology research and development systems of the healthcare industry. To pursue a career in the health science industry, students should learn to reason, think critically, make decisions, solve problems, and communicate effectively. Students should recognize that quality health care depends on the ability to work well with others. The health science industry is comprised of diagnostic, therapeutic, health informatics, support services, and biotechnology research and development systems that function individually and collaboratively to provide comprehensive health care. Students should identify the employment opportunities, technology, and safety requirements of each system. Students are expected to apply the knowledge and skills necessary to pursue a health science career through further education and employment. Professional integrity in the health science industry is dependent on acceptance of ethical and legal responsibilities. Students are expected to employ their ethical and legal responsibilities and limitations and understand the implications of their actions. **This course is recommended prior to enrolling in a health science course at IWCC (including Medical Terminology and Certified Nurse Assistant courses).

4030 **IWCC CERTIFIED NURSE ASSISTANT** (1 semester = 1.5 HS & 3.0 IWCC credits) GRADES 11-12 ELECTIVE

RECOMMENDED PREREQUISITE: Introduction to Healthcare & Medical Terminology

MAXIMUM ENROLLMENT: 10 per section, preference given to seniors

This course is designed to provide knowledge and skills to work in a nursing home, home health care agency, or group home and/or hospital. The course is held in a classroom/lab and a minimum 30 hours of clinical will be in a nursing home. You will give patient care under the supervision of your instructor. During the course, healthcare entry level skills and behaviors to see employment will be covered: communication, interaction, ethical/legal principles, safety measures, personal hygiene, and special procedures. Course requirements include out-of-pocket costs, criminal/abuse background check, immunizations, tuberculosis (TB) skin testing, and a flu vaccine. This course is intended to prepare students for the Direct Care Worker Registry written and skills exam. The exams are to obtain certification and be eligible for employment as required by State Legislation. *It is a recommended course and a starting point for anyone considering a healthcare career; it is typically a prerequisite for admission to nursing programs. This is Iowa Western Community College's course #HSC 172.

4031 **IWCC CPR & FIRST AID IN THE WORKPLACE** (1 semester = .5 HS & 1.0 IWCC credits)

GRADES 11-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 20 per section

CPR and First Aid in the Workplace prepares the bystander with lifesaving, hands-on instruction in many emergency situations. Emphasis centers on real life responses and what to do in the first five minutes of an emergency. This is Iowa Western Community College's course #PEH 130.

3815 **IWCC MEDICAL TERMINOLOGY** (1 semester = 1.0 HS & 2.0 IWCC credits) GRADES 11-12 ELECTIVE

RECOMMENDED PREREQUISITE: Introduction to Healthcare

MAXIMUM ENROLLMENT: 20 per section

Medical Terminology studies terms used in medicine. This course gives students a working knowledge of the roots, prefixes and suffixes of commonly used medical terms. Emphasis centers on the correct spelling and pronunciation of the vocabulary. This is Iowa Western Community College's course #HSC 113.

INDUSTRIAL TECHNOLOGY

4064/65 **CARPENTRY**

(1 year = 2 credits)

GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 15 per section

This is the first in a sequence of courses that prepares individuals to layout, fabricate, erect, install, and repair wooden structures and fixtures using hand and power tools. Includes instruction in common systems of framing, construction materials, blueprint reading, concrete placing, siding, and mechanical systems.

3781 **CONSTRUCTION TECHNOLOGY**

(1 year = 4 credits)

GRADES 11-12 ELECTIVE

PREREQUISITE: Carpentry or Wood Manufacturing

MAXIMUM ENROLLMENT: 8 per section or teacher approval

The goal of this class is to provide students with a basic knowledge of carpentry and related skills used in the residential construction industry. Residential construction involves the building or remodeling of homes, apartments and similar structures. The program provides the opportunity to learn and apply themselves to all phases of the industry with an emphasis on carpentry and the related areas of HVAC, blueprint reading and mathematics. This class meets for two periods each semester.

3791/92 **DRAFTING**

(1 semester = 1 credit)

GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 8 per section

This is an introductory course for students in the techniques of technical drawing. This course serves as a general education purpose to help students develop their capacity to analyze, organize and accurately express them graphically. Also serves as a preparatory class for students wishing to prepare themselves for gainful employment in drafting or plan to continue their education in engineering or a technical/trade school. We will have four weeks of board drafting followed by Solid Works and Chief Architect.

4062 **ENTRY LEVEL METALS & WELDING**

(1 semester = 1 credit)

GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 8 per section

These courses introduce students to the properties, uses and applications of various metals. Welding courses provide experience in various processes used to join and cut metal (such as oxyacetylene, shielded metal arc, metal inert gas and the proper use of technique. Courses often included instruction interpreting blueprints or other types of specifications.

4066 **FURNITURE DESIGN & MANUFACTURING**

(1 semester = 1 credit)

GRADES 10-12 ELECTIVE

PREREQUISITE: Carpentry or Wood Manufacturing

MAXIMUM ENROLLMENT: 15 per section

The second instructional course in a sequence that prepares individuals to apply technical knowledge and skills to prepare and execute furniture design projects; assemble and finish furniture articles; repair furniture; and stresses the safe use of a variety of hand and power tools and machinery. Recommended projects would be anything that would allow students to incorporate all joints and tools e.g. a chest of drawers.

4063 **INTERMEDIATE METALS & WELDING**

(1 semester = 1 credit)

GRADES 9-12 ELECTIVE

PREREQUISITE: Entry Level Metals & Welding

MAXIMUM ENROLLMENT: 8 per section

These courses introduce students to the properties, uses and applications of various metals. Welding courses provide experience in various processes used to join and cut metal (such as oxyacetylene, shielded metal arc, metal inert gas and the proper use of technique and safety practices. Courses often included instruction interpreting blueprints or other types of specifications.

4067/68 WOOD MANUFACTURING

(1 year = 2 credits)

GRADES 10-12 ELECTIVE

*PREREQUISITE: none**MAXIMUM ENROLLMENT: 15 per section*

This course is an introduction to mass production of products. Students will use scientific and mathematical applications through relevant mechanical topics to produce a variety of plastic, metal, and wood products. Areas of study in this course include the history and operational structure of industry, lean manufacturing principles, use of CNC practices, product development, precision measurement, and quality management. In addition, students will complete numerous lab-based and project-based activities. Students will develop 21st century skills to increase employability. This course is a prerequisite for a Pella internship taken as upperclassmen.

LANGUAGE ARTS**3323 ACADEMIC COMP & RESEARCH**

(1 semester = 1 credit)

GRADE 11-12 ELECTIVE

*PREREQUISITE: Language Arts 3**MAXIMUM ENROLLMENT: 24 per section*

This composition and research course is designed primarily for students whose future plans include post-secondary college/university education. It builds upon previously learned writing skills. Reinforcing the logic and critical thinking skills that accompany good writing, this course provides continued and advanced instruction in writing for a variety of purposes and audiences. Writings may include but are not limited to argumentation, comparison-contrast, description, and personal narration. Literary research is the main focus for the research component.

4110/11 ADVANCED LANGUAGE ARTS

(1 year = 2 credits)

GRADES 10-12 ELECTIVE

*PREREQUISITE: Language Arts 1 & teacher approval**MAXIMUM ENROLLMENT: 24 per section*

Advanced Language Arts is a course dedicated to challenging students with exploring complex literary and non-fiction text from a variety of periods, disciplines, and rhetorical contexts. Through these texts studies, students will gain an understanding of rhetorical strategies, author purposes, character, theme, tone, and style. Using these texts as models, students will write narrative, expository, analytical, and synthesis essays that explore a variety of topics. Students will also receive instruction in grammar concepts to improve overall writing. The course aims to develop critical thinking, close reading, and advanced writing skills that will prepare a student for Advanced Placement courses.

3883/84 AP LANGUAGE & COMPOSITION

(1 year = 2 credits)

GRADES 11-12 ELECTIVE

*PREREQUISITE: Advanced Language Arts & teacher approval**MAXIMUM ENROLLMENT: 15 per section*

This course is offered at Shenandoah High School and online through Iowa Online Advanced Placement Academy (IOAPA). The AP English Language and Composition course aligns to an introductory college-level rhetoric and writing curriculum, which requires students to develop evidence-based analytic and argumentative essays that proceed through several stages or drafts. Students evaluate, synthesize, and cite research to support their arguments. Throughout the course, students develop a personal style by making appropriate grammatical choices. Additionally, students read and analyze the rhetorical elements and their effects in non-fiction texts, including graphic images as forms of text, from many disciplines and historical periods. Students are required to take the AP English Language and Composition exam in May. Seniors planning to graduate a semester early cannot enroll in yearlong AP classes.

3307/3876 **AP LITERATURE & COMPOSITION** (1 year = 2 credits)

GRADES 11-12 ELECTIVE

PREREQUISITE: Advanced Language Arts & teacher approval

MAXIMUM ENROLLMENT: 15 per section

This course is offered at Shenandoah High School and online through Iowa Online Advanced Placement Academy (IOAPA). The AP English Literature and Composition course aligns to an introductory college-level literary analysis course. The course engages students in the close reading and critical analysis of imaginative literature to deepen their understanding of the way writers use language to provide both meaning and pleasure. As they read, students consider a work's structure, style, and themes, as well as its use of figurative language, imagery, symbolism, and tone. Writing assignments include expository, analytical, and argumentative essays that require students to analyze and interpret literary works. Students are required to take the AP English Literature and Composition exam in May. Seniors planning to graduate a semester early cannot enroll in yearlong AP classes.

3303 **COMMUNICATIONS**

(1 semester = 1 credit)

GRADE 10-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

Communications offers students the opportunity to learn how to employ oral skills in formal and informal situations. Students will learn the proper presentation techniques and organization of a variety of types of speeches. Students will also learn effective verbal and nonverbal communication skills in interpersonal communication situations. Additional study will be based on effective organization techniques and strategies, gathering information from a variety of sources, and evaluating and crediting sources.

3311 **CREATIVE WRITING**

(1 semester = 1 credit)

GRADES 10-12 ELECTIVE

PREREQUISITE: Language Arts 2

MAXIMUM ENROLLMENT: 24 per section

The focus of this course will be on being active members of a writing community. This course uses a writer's workshop approach to help you be more comfortable with the writing and revision processes. Your fellow classmates will become your peer editors. By the end of the course, you will have created your own digital portfolio of writing. All writing completed in this course will be narrative, or story-based, and we'll be working to improve your skills in individual areas related to narration: characterization, development of settings and themes, use of description, specific word choice, etc.

4095/96 **LANGUAGE ARTS 1**

(1 year = 2 credits)

GRADE 9 REQUIREMENT

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

Language Arts 1 builds upon the student's prior knowledge of grammar, vocabulary, word usage, reading strategies, and the mechanics of writing, and includes extensive reading and writing. Students study various literary genres and complete related writing and vocabulary exercises. A library unit emphasizing the access and evaluation of materials is also a part of the course.

4097/98 **LANGUAGE ARTS 2**

(1 year = 2 credits)

GRADE 10 REQUIREMENT

PREREQUISITE: Language Arts 1

MAXIMUM ENROLLMENT: 24 per section

Language Arts 2 builds on the student's prior knowledge of grammar, vocabulary, word usage, reading strategies, and the mechanics of writing through extensive reading and writing. Students study various literary genres and complete related writing and vocabulary work.

4099/4100 **LANGUAGE ARTS 3**

(1 year = 2 credits)

GRADE 11-12 ELECTIVE

PREREQUISITE: Language Arts 2 or teacher approval

MAXIMUM ENROLLMENT: 24 per section

Language Arts 3 builds upon the student's prior knowledge of grammar, vocabulary, word usage, reading strategies, and mechanics of writing, and includes extensive reading and writing. Students study informational and literary texts and complete related writing and vocabulary exercises to examine the influence of authors and their works.

3321 **LANGUAGE ARTS DEVELOPMENT** (1 year = 2 credits) GRADES 9-12 ASSIGNED

PREREQUISITE: can only be taken concurrently with another Language Arts course; teacher approval required

MAXIMUM ENROLLMENT: 15 per section

Language Arts Development is designed for the teacher to select and teach only the appropriate standards corresponding to a student's grade level and/or instructional needs in relation to other Language Arts courses in which the student is enrolled. The curriculum of the course will vary for each enrolled student, but major areas of focus will include reading comprehension and strategies, grammar usage and conventions, vocabulary acquisition, study skills and strategies, and writing skills.

3312 **NOVELS** (1 semester = 1 credit) GRADES 10-12 ELECTIVE

PREREQUISITE: Language Arts 2

MAXIMUM ENROLLMENT: 24 per section

This course emphasizes the novel as a literary form. Students will evaluate and analyze a number of literary novels through personal experience, knowledge of literary terminology, discussion, and activities. Writing, vocabulary, reading comprehension, and project-based exercises are a sampling of the activities students will engage in through their study of various works.

3322 **RESEARCH & TECHNICAL WRITING** (1 semester = 1 credit) GRADE 11-12 ELECTIVE

PREREQUISITE: Language Arts 3

MAXIMUM ENROLLMENT: 24 per section

This writing course helps prepare students for writing they might encounter in the world of work, including writing based on the research process. They will learn about what types of writing constitute "technical" writing and will work to be proficient in the use of these types of writing to better prepare themselves for work-related tasks beyond the classroom.

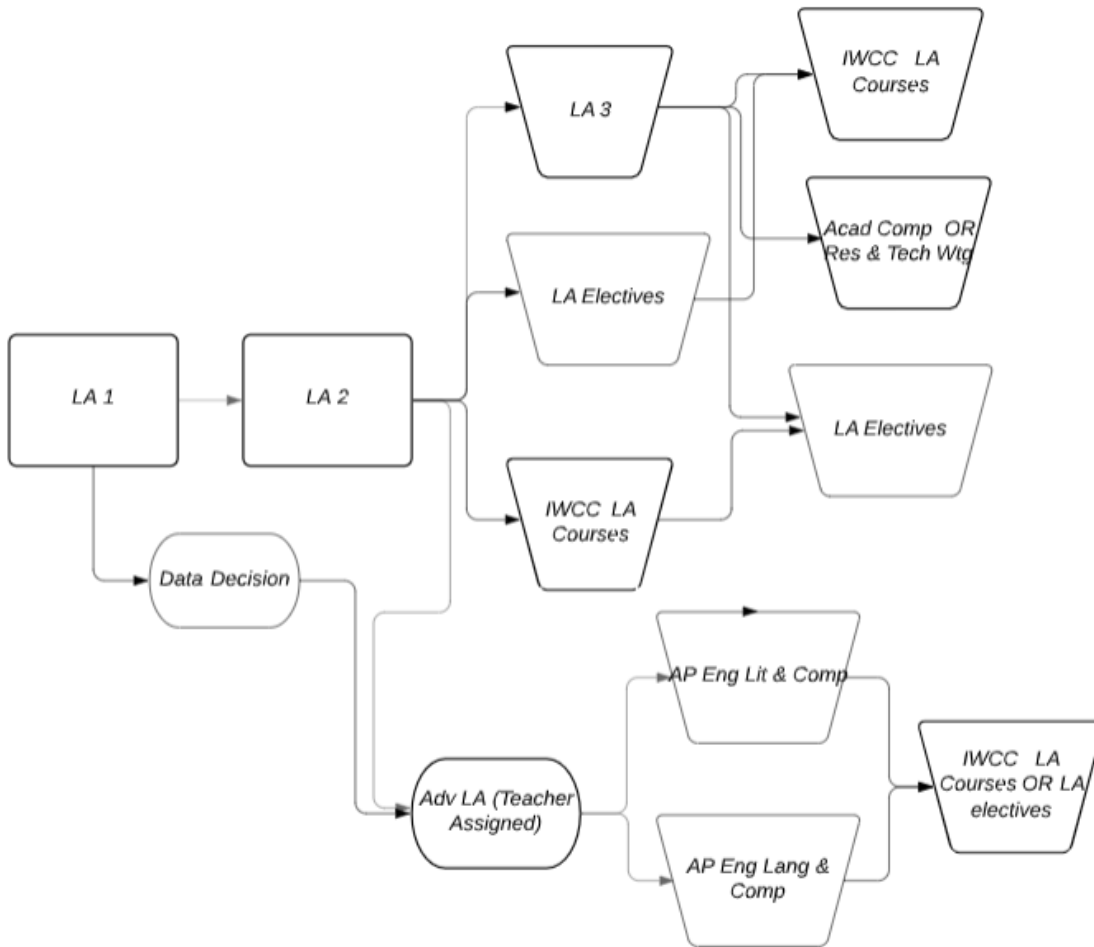
4122 **SPEECH** (1 semester = 1 credit) GRADES 10-12 ELECTIVE

PREREQUISITE: Language Arts 1

MAXIMUM ENROLLMENT: 24 per section

Speech focuses on the application of written and oral communication skills through a variety of formal and informal experiences. This is a performance-based course and emphasizes effective interpersonal and team-building skills. The course may also involve the study of how interpersonal communications are affected by stereotypes, nonverbal cues, vocabulary, and stylistic choices. This course will help students become effective communicators both on stage and off.

SHS Language Arts Course Flowchart 2020



MATHEMATICS

3120/21 **ALGEBRA 1**

(1 year = 2 credits)

GRADES 9-12 REQUIREMENT

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

This course is designed to teach fundamental concepts of Algebra in depth, preparing students for future math and/or related courses. The course includes a study of equations, systems, functions, and statistics.

3125/26 **ALGEBRA 2**

(1 year = 2 credits)

GRADES 9-12 REQUIREMENT

PREREQUISITE: Geometry

MAXIMUM ENROLLMENT: 24 per section

This course introduces many new concepts and is geared for the college bound student. An understanding of the principles of algebra and problem-solving skills is emphasized. Topics covered include polynomials, sequences, exponential functions, logarithmic functions, rational and radical functions, functions/inverses, trigonometry, and statistics.

4118/19 **BUSINESS MATH** (1 year = 2 credits) GRADES 11-12 ELECTIVE
PREREQUISITE: none
MAXIMUM ENROLLMENT: 24 per section
In this course, students will study mathematical concepts with real world, practical applications. All the concepts covered could be utilized by the 21st century consumer throughout their adult life. After completion of many of the topics of the course, a real-world project will summarize the concepts learned regarding the recently covered topic. Topics to be explored during the course include money management including banking services, payroll, taxes and insurance, consumer purchasing, interest accumulation as it pertains to both savings and loans, and appreciation. All aspects of the course require a calculator for computation, thus students enrolling in the class are required to provide their own calculator.

4120/21 **CALCULUS** (1 year = 2 credits) GRADE 11-12 ELECTIVE
PREREQUISITE: Trigonometry/Pre-Calculus
MAXIMUM ENROLLMENT: 15 per section
This Calculus course is intended for students who have attained pre-calculus objectives through the prerequisite course Trigonometry/Pre-Calculus. In this course the student will study limits, derivatives, applications of derivatives, and integrals. The use of graphing calculators is a key component in this class. It is strongly encouraged to purchase your own graphing calculator for use in this course.

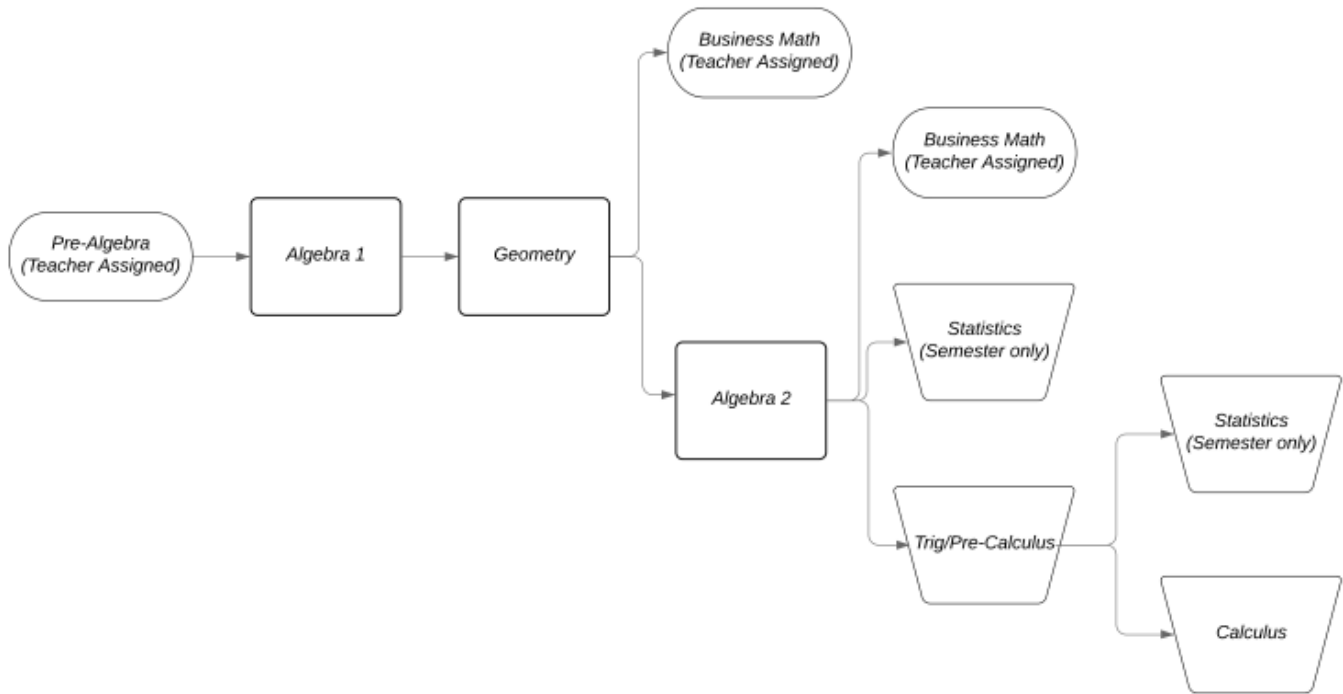
3127/28 **GEOMETRY** (1 year = 2 credits) GRADES 9-12 REQUIREMENT
PREREQUISITE: Algebra 1
MAXIMUM ENROLLMENT: 25 per section
This course will emphasize an abstract and formal approach to geometry. This will include topics such as properties of plane and solid figures; deductive methods of logic; geometry as an axiomatic system including the study of postulates, theorems, and form congruence, similarity, parallelism, and perpendicularity; and rules of angle measurement in trigonometry, coordinate geometry, and transformational geometry.

4112/13 **PRE-ALGEBRA** (1 year = 2 credits) GRADE 9 ASSIGNED
PREREQUISITE: teacher assigned
MAXIMUM ENROLLMENT: 24 per section
This course will be an introduction to basic algebra concepts and a review of key middle school topics required for success in the high school mathematics courses. Students will understand and use basic properties of the real number system, solve problems involving signed numbers, simple equations, order of operations, perimeter/circumference, area, surface area, volume, transformations, data analysis, and probability.

3114 **STATISTICS** (1 semester = 1 credit) GRADES 10-12 ELECTIVE
PREREQUISITE: Algebra 2
MAXIMUM ENROLLMENT: 24 per section
In this course, students will be introduced to the major concepts of probability, interpretation of data, and statistical problem solving. Students will learn the course concepts through hands-on experimentation and investigation. They will analyze existing data as well as data collected through a survey, observational study or experiment. They will then display the data in different ways, analyze it, and draw conclusions based on the results. The four main components of the course are: exploring data, data collection, probability, and inference.

4105/06 **TRIGONOMETRY/PRE-CALCULUS** (1 year = 2 credits) GRADES 11-12 ELECTIVE
PREREQUISITE: Algebra 2
MAXIMUM ENROLLMENT: 24 per section
Students will review the basics of trigonometry and use these foundations to solve right triangles, use the unit circle to come more aware of the periodicity of the trig functions, graph trig functions based on scale changes and translations, develop equations of trigonometric functions from graphs, and model using trigonometric functions. Next, students will explore the pre-calculus topics of polynomial functions, rational functions, exponential functions, logarithmic functions, and matrices.

SHS Math Course Flowchart 2020



MENTORING

4056/0457 **MUSTANG MENTOR**

(1 year = 2 credits)

GRADES 11-12 ELECTIVE

PREREQUISITE: no office referrals, no violation of good conduct policy, good attendance (minimal absences & tardies), teacher/staff recommendation
MAXIMUM ENROLLMENT: determined each semester

This course will involve one-to-one or small group mentoring/tutoring within an elementary or 5/6th grade classroom. The high school Mustang Mentor will work with a student or students with guidance from the classroom teacher or supervisor. The focus of this class will be on assisting younger students with academic assistance behavior/emotional control and overall support. The goals of the course are to help younger students improve grades, improve learning attitudes, demonstrate better responsibility, develop self-motivation, work well with peers and staff, increase self-esteem and prepare for the next grade level. Skills needed to be successful in this class: patience, persistence, dependability, consistency, ability to communicate well, ability to role model positive learning skills and techniques. Exceptional communication and attendance is a high priority for this course. Specific expected outcomes: enhance ability to work with and relate to younger students, strengthen ability to communicate with others, learn techniques to assist and motivate younger students. Career Pathways: education, social services, human services, juvenile justice, counseling, psychology, sociology.

A second route to this course will involve one-to-one mentoring within the secondary life skills special education program. The high school mentor will work with a life skills special education student with guidance from the special education teacher. The focus of this class will be on assisting a student with life skills, academic assistance, and overall support. The goal of this course is to help the mentor learn more about special education and disabilities. The special education teacher will interview students to figure out if they would fit one of the current life skills' student's needs. If the student chooses to become a mentor for a secondary life skills special education student, you are required to be with the student for the entire school year. Skills needed to be successful in this class: good attendance, patience, caring, persistence, dependability, consistency, ability to communicate well, ability to role model positive learning skills and techniques. Specific expected outcomes: strengthen ability to communicate with others, learn techniques to assist and special education students. Career Pathways: education, social services, occupational therapy, education associates.

Students may enroll in Mustang Mentoring one period per semester.

MULTI-OCCUPATIONAL CAREERS

3736/37 **AUTO MECHANICS TECHNOLOGY 1** (1 year = 2 credits)

GRADES 10-12 ELECTIVE

PREREQUISITE: none
MAXIMUM ENROLLMENT: 8 per section

Automotive Mechanics/Technology 1 is a course of fundamentals that covers passenger car construction, principles of operation, and basic service procedures. This is the foundation on which a sound, thorough knowledge of auto mechanics is based. Once these fundamentals are learned, know how through experience will enable the student to diagnose trouble and perform needed repairs.

3738/39 **AUTO MECHANICS TECHNOLOGY 2** (1 year = 2 credits)

GRADES 11-12 ELECTIVE

PREREQUISITE: Auto Mechanics 1
MAXIMUM ENROLLMENT: 8 per section

Automotive Mechanics/Technology 2 is a course that advances the knowledge gained in Automotive Mechanics/Technology 1 which covered passenger car construction, principles of operation and basic service procedures. Students will gain further knowledge through experience which will enable the student to diagnose trouble and perform needed repairs.

4032/33 **AUTO MECHANICS TECHNOLOGY 3** (1 year = 2 credits)

GRADES 12 ELECTIVE

PREREQUISITE: Auto Mechanics 1 & 2

MAXIMUM ENROLLMENT: 8 per section

Automotive Mechanics/Technology 3 is a course that advances the knowledge gained in Automotive Mechanics/Technology 2 which covered passenger car construction, principles of operation and basic service procedures. Students will gain further knowledge through experience which will enable the student to diagnose trouble and perform needed repairs.

4034/35 **EXPLORING TEACHING OPPORTUNITIES 1** (1 year = 2 credits)

GRADES 11-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: none

The purpose of the course is to provide students with an opportunity to explore the teaching profession through online class discussions and assignments as well as field experience in a variety of preK-12grade classrooms. The components of the class will include the following: the role of schools and educators in communities and society at large, the process of developing an understanding of how students learn and combining that with strategies for meeting educational goals, the important role of communication, collaboration, and decision making within the teaching profession, & the use of technology in education.

4036/37 **EXPLORING TEACHING OPPORTUNITIES 2** (1 year = 2 credits)

GRADE 12 ELECTIVE

PREREQUISITE: Exploring Teaching Opportunities 1

MAXIMUM ENROLLMENT: none

The purpose of this course is to provide students with the opportunity to continue to explore the teaching profession through ongoing field experience with a cooperating teacher in the preK-12 Shenandoah school district. During this field experience the student will work one-on-one with a student or a small group. The student will develop activities/lessons or use one the cooperating teacher uses in the classroom. A reflective journal will be required to be kept on a daily/weekly basis about the time spent in the classroom, the things learned, and the applications for the future as a teacher.

PHYSICAL EDUCATION / HEALTH

4048/49 **FITNESS**

(1 semester = 1 credit)

GRADES 9-12 ELECTIVE

PREREQUISITE: active in at least one sport

MAXIMUM ENROLLMENT: 24 per section

In fitness class we focus on strength and conditioning principles to enhance the overall fitness level of students. This class uses weight training as one of the main areas to increase strength, power, and speed. Students will learn correct lifting techniques as well as running and jumping forms. Students will have individual strength and conditioning plans created on PLT4M to help them reach their goals.

3616/3874 **HEALTH**

(1 year = 2 credits)

GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

Students in this course have an opportunity to develop skills related to their total wellness. Students will work on all levels of wellness: social, mental, and physical.

3635/36 PHYSICAL EDUCATION

(1 semester = 1 credit)

GRADES 9-12 REQUIREMENT

*PREREQUISITE: none**MAXIMUM ENROLLMENT: 24 per section*

Physical Education focuses on student participation in a wide variety of team and individual activities throughout the course. The students will meet daily and participate in units lasting from two to three weeks long. Each unit will start with a unit overview including the history, origin, and rules/etiquette of the activity. A written unit exam will be given at the end of specific units to assess the student's knowledge of the unit. In addition, there will be a skills test given to assess the student's improvement throughout specific units. Physical fitness is the last area that the students will be assessed on. A physical fitness pre-test will be administered at the beginning of the course and a post-test to conclude the class. The tests will assess cardiovascular endurance, muscular strength and flexibility. They will be used to track student improvement. The students will also be introduced to the weight program PLT4M. The students will split time between physical education units and the weight room. A student in physical education will get the opportunity to lift weights approximately two times per week.

SCIENCE**3214/15 9TH GRADE SCIENCE**

(1 year = 2 credits)

GRADES 9 REQUIREMENT

*PREREQUISITE: none**MAXIMUM ENROLLMENT: 24 per section*

Ninth Grade Science is an integrated science course. Students will learn among other topics: Earth Materials and Systems, Human Impacts, Global Climate Change, Natural Resources, Natural Hazards, Biogeology, The History of the Universe, Plate Tectonics, The Role of Water in Earth's Processes, Forces and Motion, and Energy.

3224/25 ANATOMY & PHYSIOLOGY

(1 year = 2 credits)

GRADES 10-12 ELECTIVE

*PREREQUISITE: successful completion of Biology**MAXIMUM ENROLLMENT: 24 per section*

Essential principles of human anatomy and physiology are presented, including basic chemistry, cell and tissue studies, and an overview of all the body systems. First semester of a two-semester sequence deals with the structure and function of the human body and mechanisms for maintaining homeostasis within it. The class includes the study of cells, tissues, and the integumentary system. Second semester is a continuation of the study of the structure and function of the human body and the mechanisms for maintaining homeostasis within it. The skeletal, muscular, nervous, cardiovascular, and urinary systems are included. Laboratory dissection will be used to relate structures to those of humans.

3226/27 AP CHEMISTRY

(1 year = 2 credits)

GRADES 11-12 ELECTIVE

*PREREQUISITE: Chemistry**MAXIMUM ENROLLMENT: 15 per section*

This course is offered at Shenandoah High School and online through Iowa Online Advanced Placement Academy (IOAPA). Chemistry is the study of the properties and structure of matter. The AP Chemistry course covers the same content covered in two semesters of general chemistry at a college level. Successful completion of high school chemistry is a prerequisite for AP Chemistry. In AP Chemistry, students will expand their knowledge on, among other topics, the structure of atoms, chemical bonding, chemical reactions, stoichiometry, gas laws, solution chemistry, thermochemistry, nuclear chemistry, reaction kinetics, electrochemistry, equilibrium, acids and bases, and more. The course is also designed to replicate the same experience as that of college chemistry laboratory course. Students will spend time doing in-depth experiments and write college level quality lab reports. Using the history of scientific theory, science textbooks, lab investigations, and research, students will become even more scientifically literate in chemistry. Not only will students listen to lectures, but they will participate in brainstorming, cooperative learning, guided practice, inquiry, and note-taking. Students will also use some memorization, graphic organizers, research, and technology to aid their learning. The course is designed to improve the study skills that are necessary to be successful in rigorous college level courses. Students are required to take the AP Chemistry exam in May. Seniors planning to graduate a semester early cannot enroll in yearlong AP classes.

4045/46 **AP ENVIRONMENTAL SCIENCE** (1 year = 2 credits) GRADES 11-12 ELECTIVE

PREREQUISITE: Biology, Chemistry, & Algebra 1

MAXIMUM ENROLLMENT: 15 per section

This course is offered at Shenandoah High School and online through Iowa Online Advanced Placement Academy (IOAPA). The AP Environmental Science course is designed to be the equivalent of a one-semester, introductory college course in environmental science. APES includes a wide variety of topics, including geology, biology, environmental studies, environmental science, chemistry, and geography. It is a rigorous science course that stresses scientific principles and analysis and will include a laboratory component. The goal of APES is to provide students with the scientific principles, concepts, and methodologies required to understand the interrelationships of the natural world, to identify and analyze environmental problems both natural and human-made, to evaluate the relative risks associated with these problems, and to examine alternative solutions for resolving and/or preventing them. Students are required to take the AP Environmental Science exam in May. Seniors planning to graduate a semester early cannot enroll in yearlong AP classes.

3207 **ASTRONOMY** (1 semester = 1 credit) GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

Astronomy introduces you to the composition and structure of the universe. The content includes, but is not limited to, historical astronomy, astronomical instruments, the solar system, the earth/moon system, stars, galaxies, and theories about the origin and evolution of the universe.

3216/17 **BIOLOGY** (1 year = 2 credits) GRADES 10 REQUIREMENT

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

Biology is a two-term course offered to mainly sophomore students. Biology focuses on the study of life by examining the next generation science standards concepts: cellular biology, genetics, ecology, and evolution. The scientific process and laboratory skills are emphasized along with biology's connections to other scientific disciplines.

3218/19 **CHEMISTRY** (1 year = 2 credits) GRADES 11 REQUIREMENT

PREREQUISITE: 9th Grade Science & previous or concurrent enrollment in Algebra 1

MAXIMUM ENROLLMENT: 24 per section

Chemistry is the study of the properties and structure of matter. Students will understand the structure of atoms, the usefulness of the periodic table, chemical bonding, chemical reactions, the mole, stoichiometry, and the gas laws. Using the history of science, science textbooks, lab investigations, and research, students will become scientifically literate in chemistry. Not only will students listen to lectures, but they will participate in brainstorming, cooperative learning, guided practice, inquiry, and note-taking. Students will also use some memorization, graphic organizers, research, and technology to aid their learning.

4084 **FORENSIC SCIENCE** (1 semester = 1 credit) GRADES 9-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

The Forensic Science course provides an overview of the understanding and application of forensic science techniques. It is the application of science to the criminal and civil laws enforced in a criminal justice system, and includes the fields of biology, chemistry, physics, and crime science investigation. Topics typically covered may include genetics, anthropology, toxicology, entomology, ballistics, pathology, fire debris, and trace evidence such as fingerprints and blood spatter, among others. Students are taught the proper collection, preservation, and laboratory analysis of various samples.

3222/23 **PHYSICS**

(1 year = 2 credits)

GRADES 11-12 ELECTIVE

PREREQUISITE: 9th Grade Science & previous or concurrent enrollment in Algebra 2

MAXIMUM ENROLLMENT: 24 per section

Physics involves the study of the forces of nature affecting matter: equilibrium, motion, momentum, and the relationship between matter and energy. Using the history of science, science textbooks, lab investigation, and research, students will become scientifically literate in physics. Not only will students listen to lectures, but they will participate in brainstorming, cooperative learning, guided practice, inquiry, and note-taking. Students will also use some memorization, graphic organizers, research, and technology to aid their learning.

4116 **ZOOLOGY**

(1 semester = 1 credit)

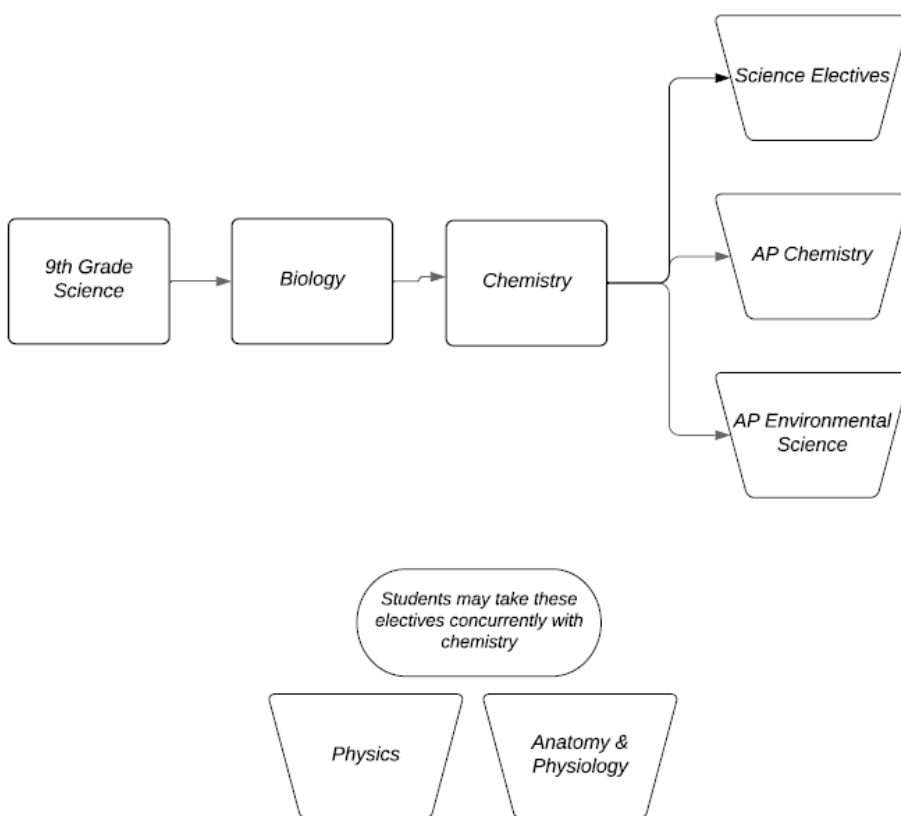
GRADES 10-12 ELECTIVE

PREREQUISITE: Biology

MAXIMUM ENROLLMENT: 24 per section

This course will cover the structure and function of vertebrate and invertebrate animals in the nine different phyla of the animal kingdom. Students will discover the behavioral patterns of animals in different biomes, track animal migration patterns and learn about their habitats.

SHS Science Course Flowchart 2020



SENIOR REQUIREMENT

4129 **FINANCIAL LITERACY**

(1 semester = 1 credit)

GRADES 11-12 REQUIREMENT

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

In this course, students will study financial literacy and personal finance concepts with real world, practical applications. All the concepts covered could be utilized by the 21st century consumer throughout their adult life. After completion of many of the topics of the course, a real-world project will summarize the concepts learned regarding the recently covered topic. Topics to be explored during the course include money management, banking services, payroll, taxes, credit & debt, insurance, and investing. The class will also cover interest accumulation as it pertains to both savings and loans, and depreciation. All aspects of the course require a calculator for computation, thus students enrolling in the class are required to provide their own calculator.

4055 **PERSONAL & CAREER READINESS**

(1 semester = 1 credit)

GRADE 12 REQUIREMENT

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

This required course for all seniors allows students the opportunity to build their personal portfolio and learn a wide variety of job searching, job getting, and job keeping skills. Students are exposed to a variety of information on career and training options in pursuit of career decision making. Attention to life skills is also emphasized. Skills include CPR training, renting an apartment, buying a car, obtaining insurance, and understanding financial literacy to meet the state requirements.

SOCIAL SCIENCES

3415/16 **9th U.S. HISTORY**

(1 year = 2 credits)

GRADE 9 REQUIREMENT

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

This course will emphasize the history of the U.S. in the 20th century. Units that will be covered include Reconstruction, the Progressive Era, World War I and World War II, the Great Depression/New Deal, the Cold War, the 1960's and the Modern Times.

4114/15 **AMERICAN GOVERNMENT**

(1 year = 2 credits)

GRADE 12 REQUIREMENT

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

In the next year, students will study the history, concepts, principles, and theories of government by examining the United States as well as the history, concepts, principles, and theories of economics domestically and internationally. We will examine the meaning of government at the local, state, and national level and how government is connected to all aspects of society. Students should expect to study a variety of topics and analyze how individuals and government affect those issues so they can understand the goal of citizenship and become aware of his/her rights and responsibilities as a member of society. Current events will be essential in guiding our study of government. This class will involve small and large group discussion, individual and group projects, and lectures with notetaking.

408283 **AP UNITED STATES HISTORY** (1 year = 2 credits) GRADES 11-12 ELECTIVE
PREREQUISITE: 9th American History
MAXIMUM ENROLLMENT: 15 per section
This course is offered at Shenandoah High School and online through Iowa Online Advanced Placement Academy (IOAPA). AP United States History focuses on developing students' abilities to think conceptually about U.S. history from approximately 1491 to the present and apply historical thinking skills as they learn about the past. Seven themes of equal importance — identity; peopling; politics and power; work, exchange, and technology; America in the world; environment and geography; and ideas, beliefs, and culture — provide areas of historical inquiry for investigation throughout the course. These require students to reason historically about continuity and change over time and make comparisons among various historical developments in different times and places. Students are required to take the AP United States History exam in May. Seniors planning to graduate a semester early cannot enroll in yearlong AP classes.

3408 **CONTEMPORARY AFFAIRS** (1 semester = 1 credit) GRADES 10-12 ELECTIVE
PREREQUISITE: none
MAXIMUM ENROLLMENT: 24 per section
This course is designed to accommodate students with a wide variety of information in various areas of social studies and current events. Each student will be provided with a text of current national and international issues. The course will incorporate sociology, geography, government, and history. Field trips will range from going to the Henry Doorly Zoo and the Omaha Correctional Center in Omaha.

3431 **ECONOMICS** (1 semester = 1 credit) GRADE 11-12 ELECTIVE
PREREQUISITE: none
MAXIMUM ENROLLMENT: 24 per section
Economics is a semester long course designed to introduce students to the basic principles of both micro and macroeconomics. We will explore economic concepts and their application to problems of both private and public policy. We will look at issues such as inflation, unemployment, poverty rates, and their possible causes and cures, and how they affect both individuals and the economy as a whole. Additionally, we will analyze the role of the government and the Federal Reserve in the US and global economies.

3409 **MODERN PROBLEMS** (1 semester = 1 credit) GRADES 11-12 ELECTIVE
PREREQUISITE: sophomores with teacher approval
MAXIMUM ENROLLMENT: 12 per section
This course is divided into two sections. The first section will be during third quarter. This section we will prepare for competition for the Iowa Bar Association's mock trial. During this time, we will develop a defense and prosecution for a mock court case. The class will perform as lawyers and witnesses for the trial. In the second part of the class, we will research and discuss problems at the national, state, and local levels. We will examine these problems and come up with solutions. We will have guest speakers helping us prepare get ready for our competition. We will try to set up a field trip to an Iowa prison to get firsthand the working of our prison system.

3406 **PSYCHOLOGY** (1 semester = 1 credit) GRADES 11-12 ELECTIVE
PREREQUISITE: none
MAXIMUM ENROLLMENT: 24 per section
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics.

3405 **SOCIOLOGY**

(1 semester = 1 credit)

GRADES 11-12 ELECTIVE

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Throughout this course, students will learn by brainstorming, cooperative learning, guided practice, inquiry, memorization, research, and note-taking.

4101/02 **WORLD HISTORY BEFORE 1900**

(1 semester = 1 credit)

GRADE 10 REQUIREMENT

PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

World History promotes an emphasis on both historical content in historical thinking skills to prepare students with a strong foundation in significant history content, and with the skills necessary to apply historical thinking to any historical context. These are the skills required not only for College in career success, but for effective global citizenship.

The content introduces students to the history and culture of ancient civilization through 1900.

4103/04 **WORLD HISTORY AFTER 1900**

(1 semester = 1 credit)

GRADE 10 REQUIREMENT

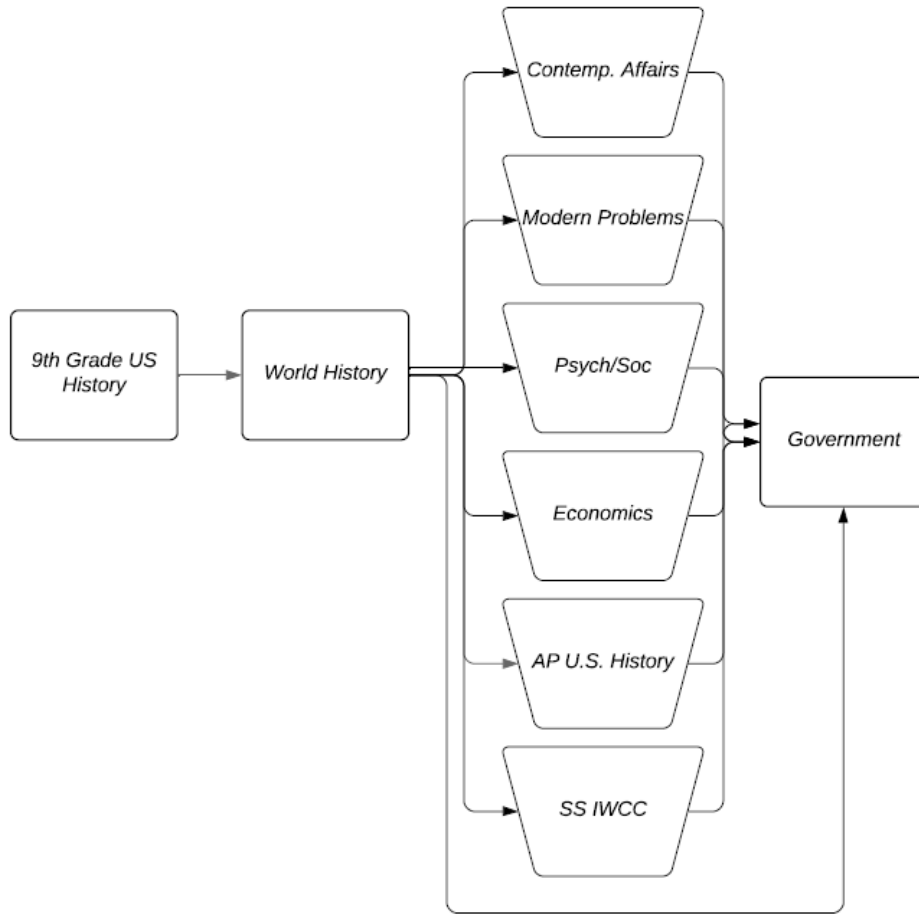
PREREQUISITE: none

MAXIMUM ENROLLMENT: 24 per section

World History promotes an emphasis on both historical content in historical thinking skills to prepare students with a strong foundation in significant history content, and with the skills necessary to apply historical thinking to any historical context. These are the skills required not only for college and career success, but for effective global citizenship.

Western World History follows the narrative of regions of the world that are primarily located in Europe and the Western Hemisphere, but also extends into parts of the Middle East, Asia, and Africa. The content introduces students to the history and culture of ancient civilization through current issues and modern problems in the region.

SHS Social Science Course Flowchart 2020



SPECIAL EDUCATION

3514/15 **GUIDED INSTRUCTION**

(1 credit/semester for each period)

GRADES 9-12 ASSIGNED

PREREQUISITE: written in IEP
MAXIMUM ENROLLMENT: none

Offered each term to students as indicated on their Individual Education Plan (IEP). Multiple sections of this class may be taken. Specially designed instruction will be provided as outlined in the student’s IEP. The primary goal of the class is to assist students in developing skills that will enable them to meet the demands of the regular curriculum and help them to generalize situations and settings outside the school.

4057/58 **INDIVIDUAL WORK STUDY**

(1 credit/semester for each period)

GRADES 9-12 ASSIGNED

PREREQUISITE: written in IEP
MAXIMUM ENROLLMENT: none

This class is designed to give students exposure to various career opportunities according to their interests. Jobs are found by the special ed teacher and student based on career skill and interest. The student will receive credit upon completion of all requirements set by the employer and instructor.

3516/17 LIFE SKILLS

(1 credit/semester for each period)

GRADES 9-12 ASSIGNED

*PREREQUISITE: written in IEP**MAXIMUM ENROLLMENT: none*

This class develops the daily life skills that a student will need to be able to live and work independently. The focus will be on daily life skills that are in the areas of cooking, cleaning, laundry, vocational work skills, personal information, money, time, social interaction, personal care, and communication skills. This list is not inclusive and could be added to or taken away from depending on the individual's own needs as described in his/her IEP.

3507 PERSONAL & SOCIAL SKILLS

(1 credit/semester for each period)

GRADES 9-12 ASSIGNED

*PREREQUISITE: IEP behavior goal**MAXIMUM ENROLLMENT: 4 per section*

The students will learn developmental skills that will help them in social situations through various social skills curricula such as, but not limited to Zones of Regulation, Mind Up, Level Up, A 5 is Against the Law, and Boys Town Social Skills. The students will role-play different situations to learn how to cope with those types of situations in the real world, participate in discussions related to topics related to self-regulation and self-care. Once they learn the skills, they will also learn how to generalize those skills into the classroom setting, and the community.

4038/39 PRACTICAL MATH

(1 year = 2 credits)

GRADES 9-12 ASSIGNED

*PREREQUISITE: IEP math goal**MAXIMUM ENROLLMENT: none*

Practical Math is a class to help prepare the student for the real world.

4050/52 PRACTICAL LANGUAGE ARTS

(1 year = 2 credits)

GRADES 9-12 ASSIGNED

*PREREQUISITE: IEP Language Arts goal**MAXIMUM ENROLLMENT: none*

Practical Language Arts is a class to help prepare the student for the real world.

WORK OPPORTUNITIES

4024 CTE INTERNSHIP

(1 year = 2 credits)

Grade 11-12 ELECTIVE

PREREQUISITE: on track to graduate, internship established before August 15th for approval in the program, learning targets & deadlines met, work at least 4 hours/week at the business, no behavior referrals, GPA of 3.0 or higher, & school attendance of 90% or better previous year

MAXIMUM ENROLLMENT: 5-10 students per year

Students in high school will actively have an internship with a local company in the immediate area. The goal will be for the students to work in a work-study format with a local business. The internship may be paid or not depending on the contract between the school and place of business. Students will work on a weekly journal to assess job performance and learning objectives. Work experience is monitored by Mrs. Martin. Participation in FFA is not required, but highly recommended. This course qualifies for FFA membership.

4057/58 WORK STUDY

(120 hours worked = 1 credit, up to 9 credits)

GRADES 11-12 ELECTIVE

*PREREQUISITE: part-time job & principal approval**MAXIMUM ENROLLMENT: none*

Students have the opportunity to receive credit for working an outside-of-school job. Students will receive one credit for every 120 hours worked. Students will submit a "work study agreement" and midterm and end of term evaluations and proof (pay stubs) of 120 hours of work. The "work study agreement" must be agreed upon by both school administration and place of employment. The forms must be turned in within two weeks of the semester. If a student does not successfully complete a work study agreement, they will not be considered for future work study agreements.

Shenandoah Community School District



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Online & Personalized Learning

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Mission Statement

The Shenandoah Community School District, in partnership with parents and the community, will provide an educational environment that maximizes each student's potential to meet the challenges of an ever-changing world.

Vision Statement

It is the vision of the Shenandoah Schools, in partnership with the community that we provide: students the tools to become responsible, successful citizens and lifelong learners in an ever- changing world; a safe and caring environment that ensures the dignity of all; opportunities that stretch student and staff capabilities; and school staff that are focused and visionary, collaborative and empowered to make knowledgeable decisions.

Equity Statement

It is the policy of the district not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the District's Equity Coordinator, Aaron Burdorf, JK-8 Principal and Equity Coordinator. Shenandoah Community School District 601 Dr. Creighton Cir. Shenandoah, IA 51601. Phone 712-246-2520 Email burdorfa@shencsd.com.

Program Description

The IGNITE program will develop a learning environment that creates the context where students will be engaged in a continuum of service, which could include one or more of the following:

- online learning,
- blended learning,
- project-based learning,
- work-based learning, and/or
- apprenticeships.

IGNITE will provide services to students who attend the Shenandoah Community School District on campus or remotely, who are dual-enrolled homeschool students, or are open enrolled. The program's structure will allow students to maximize their learning potential using a personalized education plan that includes access to core instruction through traditional or online learning, career technical education programs, or other specialized teaching and learning.

Students are expected to adhere to the Shenandoah Community School District student handbook, code of conduct, all board policies and procedures, and applicable building-level student handbooks.

IGNITE may not be appropriate for all families. Enrollment in IGNITE is a team decision consisting of student, parent/guardian, remote learning coordinator, and IGNITE administration. An intake meeting will be held for each applicant. All students and parent are required to submit the IGNITE agreements. The agreements outline the expectations necessary for a successful IGNITE learning experience.

IGNITE is a full-year program. Students are expected to participate for the entire 2021-2022 school year. Students may be removed from the IGNITE program under unique circumstances with the consent of the program administrator.

Activities

Students are encouraged to participate in extracurricular activities, clubs, and school-sponsored activities as long as they meet the eligibility requirements required of all students. Resident students may participate in an unlimited number of school-sponsored activities. Students who are open enrolled into the IGNITE program may participate in two resident district activities. Additional activities are allowed at the discretion of the resident district. Students will need to contact the K-12 Activities Director, Jon Weinrich, at weinrichj@shencsd.com or (712) 246-4727, to participate in district activities.

Attendance & the School Calendar

Students participating in the IGNITE program will follow the district's calendar and will adhere to attendance laws per Iowa Code. This means:

- Each day school is in session in the district, students will be expected to log in daily and make academic progress to be counted as present.
- Parents/guardians of students who are ill or unable to participate must communicate with their assigned remote learning coordinator to have legitimate absences excused.
- As with students in traditional school settings, parents/guardians of students participating in the IGNITE program are responsible for their student's attendance per Iowa Code.
- Students who fail to meet attendance requirements will be counted absent. Parents/Guardians can expect that attendance letters and truancy law will be followed according to the district's policy.

The school district will monitor student attendance and progress, provide support, and communicate concerns. It is the family's responsibility to make sure a student is attending regularly and making adequate academic progress as defined by district expectations. Anytime students, parents/guardians, teachers, or administrators are concerned about a student's attendance, they are encouraged to contact the appropriate party.

Co-curricular Activities

Students enrolled in the IGNITE program may participate in band, choir, and virtual music lessons. Students will coordinate their involvement with the Remote Learning Coordinator to schedule weekly lessons.

Communication Procedures

Communication about the IGNITE program will be shared via email through PowerSchool and posted on the Shenandoah CSD Website www.shencsd.com. Remote Learning Coordinators will communicate to families via email and with students via a school provided email address and Zoom.

Parents/guardians and students are encouraged to communicate with their assigned Remote Learning Coordinator via email as the first line of contact with a question or concern about the program. Students are encouraged to contact their content specialist or instructor with questions about course content.

When school is in full session, you can anticipate a response to your question or concern within 24 hours. It will take longer for staff to respond on days when school is not in session, on weekends, or on a noted holiday. You can reasonably expect a response the next day school is in session.

Content Specialists, instructors, and remote learning coordinators will connect with families at least three times per week. Additional scheduled office hours will be available for feedback and assistance.

Parents/guardians will communicate at least once per month with teachers and/or coordinators to receive progress reports.

Students who desire to take District courses onsite in addition to the Edgenuity courses may do so with the consent of the program administrator and building principal.

Concurrent Credit

High school students may enroll in dual credit/enrollment courses offered through Iowa Western Community College. However, these courses are controlled by the college, and students must meet all expectations for the course in order to participate and are outside of the IGNITE program.

This means if the college determines the courses will be instructed in face-to-face format, the student must attend class face-to-face with the assigned instructor and meet all expectations to earn high school and college credit.

Course Delivery

IGNITE courses are available through Edgenuity, an online provider approved by the Iowa Department of Education. Additionally, students will have access to licensed teachers to provide face-to-face online instruction and academic support.

Course Offerings

Course offerings for each grade level can be found in the appendix of this handbook.

Exceptional Students

Special Education

Students with an Individualized Education Plan may elect to participate in the IGNITE program. An IEP meeting is necessary to set up Special Education services during virtual learning. The IEP team will determine the appropriate changes needed to the current IEP based on the individual student's online learning environment.

Section 504 Plans

Students with a Section 504 Plan may elect to participate in the IGNITE program. Depending on the individual needs of the student, a meeting may be necessary.

English Learners

English Learners may elect to participate in the IGNITE program. A licensed EL teacher will assess the student's English language proficiency to determine the instructional support necessary for the student to successfully participate in the program.

Talented and Gifted (TAG)

TAG students may elect to participate in the IGNITE program. The student and family will work with the TAG teacher to extend their education for appropriate challenge and growth.

Grading/Assessment

Student's assignments, assessments, and grades will be reported using PowerSchool. The District's standard grading and reporting protocols will be used to assign final grades. General feedback on assignments may come in the form of email, face-to-face, or virtual conferencing.

Grade-Level Advancement

Students must meet all established requirements to advance to the next grade level or graduate with a Shenandoah CSD diploma.

High School Grade Point Average (GPA)

All semester grades will be used to calculate students' GPA using the same procedure as face-to-face students. Transcripts will be issued in the same manner as all other students participating in the face-to-face school option.

Proctoring of Assessments

Some testing may only be available in the school building with the student's teacher. It is the family's responsibility to ensure that students are transported to and from the testing site according to the testing schedule.

Requirements for State Testing

All students will be required to participate in all assessments that face-to-face students are required to take.

State Required Intervention and Progress Monitoring

Students in grades K through 5 that are identified for intervention and progress monitoring through the FAST screening process are required by the state to participate in interventions and progress monitoring. These required times will be scheduled by the Remote Learning Coordinator.

Iowa Statewide Assessment of Student Progress (ISASP) Testing

ISASP testing is the federal accountability test under the Every Student Succeeds Act (ESSA) and must be completed by all students in grades 3 to 11 in a face-to-face environment proctored by an Iowa licensed teacher. Remote Learning Coordinators will provide information about testing prior to the testing window during the spring semester.

Other Testing

All other mandated testing is required on an individual basis. If your student is required to participate, information will be provided from the Remote Learning Coordinator.

Materials

All students will be issued a district-owned device and must complete user agreements prior to checkout. Students will be issued any necessary textbooks as needed by the student's course schedule. Textbook and technology fees will be assessed for students attending IGNITE. Fee waivers are available.

Families must provide a stable and reliable internet connection in order to participate in online or remote learning.

Multi-Tiered System of Supports (MTSS)

MTSS is a process that will be used to identify academic supports for each student to meet their individualized learning needs. Targeted interventions will be provided, and progress monitoring will occur to help all students reach high levels of proficiency. There are three levels of instruction and support that include universal, target, and intensive levels of instruction and support that will be used to meet student needs. Examples of this may include frequency of contact from remote learning coordinators, access to more time with content specialists, and accommodations based on individual student needs.

Orientation

The IGNITE program will hold an orientation for students in August and/or at the student's entry point into the program. It is expected that each family and student will attend the virtual orientation that will be held over Zoom. Students who participate in on campus learning services will be invited to visit the appropriate school building, meet the staff, and other students in the program.

Parent/Teacher Conferences

Families will have the opportunity to engage in parent/teacher conferences virtually with the student's Remote Learning Coordinator twice a year. Other meetings may be arranged as needed.

Personalized Learning Plan

Each student participating in the IGNITE program will have a personalized learning plan tailored to meet their individual learning needs. This plan will include student goals, core requirements, electives, and specified accommodations for students who have an IEP, 504 Plan, TAG Acceleration Plan, and/or EL learning needs. Students in grades 8 through 12 will participate in Iowa's I Have a Plan career planning course work with the school counselor.

Policies

The IGNITE program is part of the Shenandoah Community School District and will adhere to the Board of Education policies. The district will enforce bullying, harassment, and discrimination based on district policy. This also includes incidents of cyberbullying. These policies can be found at www.shencsd.com.

Right to Privacy Policy

Shenandoah CSD and the IGNITE program value and protect student's right to privacy by following the guidelines outlined in the Family Educational Rights and Privacy Act (**FERPA**).

Program Staff

Students participating in online coursework will use the Edgenuity learning platform. The students will be assigned a Remote Learning Coordinator who will monitor their progress and serve as a liaison between the student and teacher of record. Core Content Specialists will be able to serve as teacher of record or a resource to students who need additional instructional support or intervention.

Role	Name
Program Administrator	Tiffany Spiegel
Remote Learning Coordinator (K-5)	Kristin Moore

Remote Learning Coordinator (6-12)	Denise Green
Elementary & Middle School Content Specialist	Alisa Andrew
7-12 Core Content Specialist	To Be Hired
7-12 Core Content Specialist	To Be Hired
7-12 Core Content Specialist	To Be Hired
7-12 Core Content Specialist	To Be Hired
English Learners	Barb Farwell
Special Education	To Be Assigned from District Special Education Staff
Multioccupations Coordinator	Sarah F. Martin
TAG	Brett Roberts
School Counselor Social Emotional Learning Courses	Brenda Wood
Interpreter	Patty Roberts
Technology Support	Trevor Scanlan
Teacher of Record	To Be Assigned

Student Eligibility

Students are eligible to enroll in courses based upon academic appropriateness as determined by the student, parent/guardian, school counselor, school administrator, and program administrator. Students may be placed in courses to meet graduation/promotion requirements, acceleration needs, and/or remediation needs. Students must meet prerequisites for course enrollment. Students and families are encouraged to work with their school counselor to determine their academic plans and their eligibility for educational programs.

Students will need to complete course requirements within the semester and meet attendance guidelines to continue in the program. Failure to make adequate progress in work completion, participation, attendance and credit attainment may result in dismissal from the program.

Maximum enrollment in the IGNITE program is an administrative decision.

Student Registration

- Students must be registered with Shenandoah CSD using the online registration system.
- Applications are due by August 13th, 2021, to participate in the 2021-2022 school year.
- Intake meeting and orientation participation is required.
- Parent/guardian permission and agreements are required.
- Open enrollment paperwork is due by March 1, 2021, for out of resident districts.

Appendix

- K-12 Course offerings
- [Middle School Elective Course Catalog](#)
- Parent agreement form

- Personalized Learning Plan template

Shenandoah Community School District



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Administration Office & Preschool
304 W. Nishna Rd.
Shenandoah, IA 51601
712-246-1581

Jr. Kindergarten - 8th Grade
601 Dr. Creighton Cir.
Shenandoah, IA 51601
712-246-2520

High School
1000 Mustang Dr.
Shenandoah, IA 51601
712-246-4727

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Opening Statement

Vision Statement

It is the vision of the Shenandoah Schools, in partnership with the community that we provide: students the tools to become responsible, successful citizens and lifelong learners in an ever- changing world; a safe and caring environment that ensures the dignity of all; opportunities that stretch student and staff capabilities; and school staff that are focused and visionary, collaborative and empowered to make knowledgeable decisions.

Mission Statement

The Shenandoah Community School District, in partnership with families and the community, will provide each student an educational environment that maximizes his or her potential to become responsible, successful citizens and lifelong learners in an ever-changing world.

Educational Philosophy

We believe the Shenandoah Community School District should provide the highest quality staff and physical facilities along with the most current instructional materials and equipment possible. We believe it is the responsibility of the schools to provide maximum learning opportunities for individuals in the community. Family and community involvement in the educational process is encouraged and welcomed. We will value each individual student and his or her academic, social and emotional strengths and needs. Each student will be an active participant in the learning process. Each student will receive a high school diploma after satisfactorily completing a course of study as outlined in the current Board Policy.

Nondiscrimination Notice

Shenandoah Community Schools does not illegally discriminate on the basis of race, color, national origin, gender, gender identity, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Aaron Burdorf, Shenandoah CSD 601 Dr. Creighton Cir., Shenandoah, IA. 51601, 712-246-2520, burdorfa@shencsd.com.

Board of Education

The Shenandoah Community School District Board of Education meets regularly on the second Monday of the month at 5:00 PM at the Logan Administration Building located at 304 W. Nishna Road, Shenandoah, IA 51601, in the Board Room.

Mrs. Jean Fichter	Board President Term Expires: November 2021	fichterj@shencsd.com
Mr. Adam Van Der Vliet	Board Vice President Term Expires: November 2021	vandervlieta@shencsd.com
Mr. Darrin Bouray	Board Member Term Expires: November 2023	bourayd@shencsd.com
Mr. Jeff Hiser	Board Member Term Expires: November 2023	jhscsdboe@gmail.com
Mrs. Kathy Langley	Board Member Term Expires: November 2021	kathylangley1@gmail.com
Mrs. Lisa Holmes	Board Secretary	holmesl@shencsd.com

School Spirit

School Fight Song

We're the maroon and the white Shenandoah.
We've got that old fight Shenandoah.
We'll bet you to stand, we're the best in the land,
For we know you can stand Shenandoah, RAH! RAH!

Go smashing ahead, Shenandoah.
Go smash that blockade Shenandoah.
Our team is the fame protector,
On boys and girls for we expect a victory from you, Shenandoah, RAH! RAH!



School Colors – Maroon and White

School Mascots – Mustangs and Fillies

Administrative Services

Superintendent	Dr. Kerri Nelson	nelsonk@shencsd.com
High School Principal	Mrs. Gayle Allensworth	allensworthg@shencsd.com
Athletic Director/Asst. Principal/Transportation Supervisor	Mr. Jon Weinrich	weinrichj@shencsd.com
JK-8 Principal	Mr. Aaron Burdorf	burdorfa@shencsd.com
JK-8 Assistant Principal	Mr. Jordan Newberg	newbergj@shencsd.com
Director of Special Programs & Curriculum	Mrs. Tiffany Spiegel	spiegelt@shencsd.com
School Business Official	Mrs. Sherri Ruzek	ruzeks@shencsd.com
Information Technology Director	Mr. Richard Morgan-Fine	morganfiner@shencsd.com
Director of Maintenance & Operations	Mr. Rob Addy	addy@shencsd.com
Food Service Supervisor	Mrs. Kristin Edwards	edwardsk@shencsd.com

Attendance Centers

Preschool	JK – 8 th Grade & MS FLEX ED (Alternative Education)	9 th – 12 th Grade & HS FLEX ED (Alternative Education)
Logan Administration Building 304 W. Nishna Road Shenandoah, IA 51601 Phone: 712.246.1581	Shenandoah Elementary and Middle School (JK-8) 601 Dr. Creighton Circle Shenandoah, IA 51601 Phone: 712.246.2520	Shenandoah High School 1000 Mustang Drive Shenandoah, IA 51601 Phone: 712.246.4727

Definitions

In this handbook, the word “parent” also means “guardian” unless otherwise stated. An administrator’s title, such as superintendent or principal, also means that individual’s designee unless otherwise stated. The term “school grounds” includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school owned or school operated buses or vehicles and chartered buses. The term “school facilities” includes school district buildings and vehicles. The term “school activities” means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

Absences

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the office on the day of the absence prior to 9:00 a.m. If notification is not received, the office will attempt to contact the parents and/or the school interventionist will make a home visit.

If contact is not made to verify the absence, the student must bring a note, explaining the reason for the absence, upon their return to school.

The school determines whether an absence is excused, unexcused, or truant. Excused absences include, but are not limited to, illness, death or serious injury of family or close friends, medical and dental appointments, court appearances, or school sponsored activities. Students wishing to be absent from school for reasons not listed above should consult the principal prior to the absence to work out a solution. Reasonable requests will receive serious consideration.

Who Should I Email for Absences?

Preschool – 4 th	Anita Baker	bakera@shencsd.com
5 th – 8 th	Wendy Palmer	palmerw@shencsd.com
9 th – 12 th	Pam Nebel	nebelp@shencsd.com

Passes – Students who need to leave school during the school day must receive a pass from the office and have a note signed by the student’s parent, have their parent telephone the office, email, or have their parent pick them up. Students who return to class or arrive after the school day has begun must submit a signed note, email, or phone call from their parent to the office for re-admission. Students are not released to anyone other than their parent during the school day unless the office has a note signed, email, or phone call by the student’s parent.

Activity Participation – Students participating in school activities must be in school at least one-half day on the day of the event in order to participate in the activity. Cut-off time is considered 11:30 a.m. Only in **pre-excused** circumstances, may this rule be waived by the principal.

Students are responsible for arranging to make up schoolwork. ~~Students have at least two school days per day missed to complete makeup work once they return to school.~~ Students will need to work with their instructors to complete make up work once they return to school. Work will be completed in a timely manner.

Students who know they are going to be absent must make arrangements with each teacher to make up their work prior to the absence. The call to obtain homework must be received by the school before 10:00 a.m. in order to pick up homework after 3:00 p.m.

Abuse and Harassment of Students by Employees

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Linda Laughlin, High School Nurse, at 712-246-4727, as it’s Level I investigator. Ms. Laughlin may also be contacted directly. The school district has designated the JK-8 school nurse, at 712-246-2520, as it’s alternate Level I investigator. The Shenandoah Police Department, 712-246-3512, is designated as the Level II investigator.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or dangerous object, for purposes of self-defense or to protect others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction or harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made implicitly or explicitly a term or condition of the student’s education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially

interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

Academic Letter

Shenandoah High School students who earn a GPA of 3.750 taking a minimum of 13 credits will be awarded an academic letter for that year. Work study and driver's education credits do not count toward the 13 credits in a year.

Students will receive 1st year – Letter with Academic inscribed, 2nd year – Lamp of Knowledge pin, 3rd and 4th year – Bar.

Activity Bus

The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be taken away. Students who ride an activity bus must ride to and from the event on the bus. Students ride home on the activity bus unless prior arrangements have been made with an administrator or the student's parent personally appear and request to transport the student home.

Activity Tickets

Students may purchase a student activity ticket for admission to certain school district activities. The activity ticket must be presented at each event in order to be admitted. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities. The cost of an activity ticket is \$30 and tickets can be purchased at any school office. If a student loses his or her activity ticket, a new one can be issued at any school office for a fee of \$1.00.

Adding & Dropping High School Classes

All class changes will be made by the end of the first week of the semester. Necessary teachers, parent, and the school counselor and/or high school principal will sign the add/drop form in order to make the change.

Dropping IWCC, AP or ILO Class

Students who withdraw from an IWCC class, ~~AP class or Iowa Learning Online~~ class more than two weeks after their class starts, will receive an "F" on their high school transcript and will be required to complete an online class in place of the class or classes dropped to supplement their schedule for a total of 7 credits. Approval must be received from the principal to drop an AP course.

Alcohol/Drugs

Use or possession or having the odor of alcohol on student's breath or use or possession of drug paraphernalia or drugs in the school building and/or on school property will result in disciplinary action, including suspension and expulsion, and is considered to be in violation of the Good Conduct Policy.

1st Offense-Five (5) days of In-School Suspension (ISS)/and or Out-of-School Suspension, (OSS), or may be immediately referred to the Board of Education for further disciplinary action.

2nd Offense-Ten (10) days of In-School Suspension (ISS)/and or Out-of-School Suspension (OSS) and may be immediately referred to the Board of Education for further disciplinary action.

Parents will be notified. Legal authorities will be contacted. All contraband will be confiscated and turned over to the legal authorities.

Voluntary Request for Assistance/Professional Counseling

The purpose of this provision is to allow a student to seek help regarding a substance abuse problem and have suspension from athletics/activities waived.

If violators approach their building administrator acknowledging that they have a problem before it is known to the school, they must follow these procedures to maintain eligibility.

- Be informally referred to a substance abuse agency by an administrator.
- Must set up an appointment with the agency providing written confirmation of the meeting to the school

administration.

- Must cooperate with and complete all follow-up meetings with the agency.
- Must follow suggestions for evaluation, again providing written confirmation to the school administration.
- If a student chooses to seek professional counseling, arranging and paying for evaluation and treatment shall be the responsibility of the student or student's parent.
- Have not been arrested or found to be in violation by any legal authority or school personnel.

Announcements

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the principal. Daily announcements are available on the respective school's webpage.

Appeals

Any personnel, patron, parent, or student may register a complaint, without fear of reprisal or sanctions for the purpose of resolving any unfair treatment or discrimination in the district. Students may appeal the determination of an infraction of the rules in the following manner:

1. File a written appeal to the building principal within five (5) school days.
2. The building principal shall reply in writing within five (5) school days of the receipt of the appeal.
3. If the student remains dissatisfied with the second determination, the student may file a written appeal to the Superintendent of Schools within five (5) school days.
4. The superintendent shall reply with a written response within five (5) school days of the receipt of the student's written appeal of the building principal's decision.
5. If the student remains dissatisfied with the determination, the student may file a written appeal for a hearing before the Board of Education. The appeal must be filed with the Board Secretary within two school days of the superintendent's decision. Decision to hear a student appeal is within the discretion of the Board of Education.

Considerations:

All persons involved in a meeting or hearing may be accompanied by a representative of their choosing.

Complaints involving more than one supervisor may be initiated at Step 3.

Nothing shall prohibit a person from withdrawing a complaint at any time.

Complaints against any employee which arise from within the membership of the Board of Education or which come to the attention of the Board of Education, except through the superintendent, shall be referred to the Superintendent of Schools.

No complaint shall be considered by the Board of Education in any other manner from this policy. All previous ineligibility decisions made prior to this policy shall remain in effect.

Asbestos Notification {Iowa Code §§ 279.52-.54 (2005)}

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in each building's office.

Assemblies

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a

privilege. Students must act appropriately and remain quiet on their way to an assembly, during an assembly, and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away.

Homework Assigned Work

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. Research shows when daily assignments are not completed, a valuable learning experience has been lost.

Middle School

If homework is not completed, students may be required to stay after school to complete designated work.

Attendance

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the educational program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

Iowa Code, Chapter 299 - Compulsory Education

299.1 Attendance requirements.

1. Except as provided in section 299.2, the parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age shall cause the child to attend some public school or an accredited nonpublic school, or place the child under competent private instruction or independent private instruction in accordance with the provisions of chapter 299A, during a school year, as defined under section 279.10.
2. The board of directors of a public-school district or the governing body of an accredited nonpublic school shall set the number of days or hours of required attendance for the schools under its control. The board of directors of a public school district or the governing body of an accredited nonpublic school may, by resolution, require attendance for the entire time when the schools are in session in any school year and adopt a policy or rules relating to the reasons considered to be valid or acceptable excuses for absence from school.

299.1A Compulsory attendance age.

1. Except as provided in subsections 2 and 3, a child who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age. However, if a child enrolled in a school district or accredited nonpublic school reaches the age of sixteen on or after September 15, the child remains of compulsory age until the end of the regular school calendar.
2. A child who has reached the age of five by September 15 and who is enrolled in a school district shall be considered to be of compulsory attendance age unless the parent or guardian of the child notifies the school district in writing of the parent's or guardian's intent to remove the child from enrollment in the school district.
3. A child who has reached the age of four by September 15 and who is enrolled in the statewide preschool program under chapter 256C shall be considered to be of compulsory attendance age unless the parent or guardian of the child submits written notice to the school district implementing the program of the parent's or guardian's intent to remove the child from enrollment in the preschool program.

299.8 "Truant" defined.

Any child of compulsory attendance age who fails to attend school as provided in this chapter, or as required by the school board's or school governing body's attendance policy, or who fails to attend competent private instruction or independent private instruction under chapter 299A, without reasonable excuse for the absence, shall be deemed to be a truant. A finding that a child is truant, however, shall not by itself mean that the child is a child in need of assistance within the meaning of chapter 232 and shall not be the sole basis for a child in need of assistance petition.

High School

Students may not leave school without permission from the Principal or a designated individual. Leaving the school grounds without prior approval will be considered truancy. If a student becomes ill, he/she should report to the school nurse or to the office so that prompt action can be taken.

Students will be given up to five (5) unexcused absences per semester per class before being placed on academic probation on the sixth unexcused absences.

Attendance Procedure

The days referred to below are total days missed. Exceptions will be made for approved, long-term absences.

1 Day Absent – If the parent does not report a student absent, school personnel will attempt to confirm the absence and the child's safety. If no phone contact is made, the school interventionist may make a home visit. If contact was not made by the school regarding an absence, a note should be sent or a telephone call made at the time of the child's return to school giving the reason for the absence. Any absence which occurs without parental knowledge will be classified as truancy. Parents will be notified when a student is truant from school. If a student is absent 3 or more consecutive days, the school may require a doctor's statement confirming the illness.

7 Days Absent – A letter will be sent to the parent addressing the absences. A home visit may be made by school personnel.

10 Days Absent – An "Attendance Cooperation" meeting will be scheduled with parents and school interventionist. *

15 or More Days Absent – The following may occur:

The police may accompany school personnel on a home visit; and or

The school district will request a mediation meeting with parents, student, administration, and school interventionist. **

20 or More Days Absent – The following may occur:

A letter will be sent to the County Attorney notifying them of attendance concern.

HS Student Drop-out - Department of Transportation (DOT) contacted if a student drops out of school. Student's license may be revoked and/or will not receive license until he/she is 18 years old.

*If a student has had two "Attendance Cooperation" meetings and is absent for 10 days a third year, they will be moved to mediation without an additional "Attendance Cooperation" meeting or being absent for 15 days.

**Mediation plans will follow the student from year-to-year. The first violation of a truancy mediation agreement or refusal to participate in a mediation agreement is a simple misdemeanor. The second violation is a serious misdemeanor. The third and subsequent violations are also a serious misdemeanor. Each violation can be punishable by jail time, fines, and unpaid community service.

Biking/Rollerblading/Skateboarding to School

Bicycling, rollerblading and skateboarding are prohibited in the school building and on school grounds. If ridden to school, rollerblades, skateboards and scooters are to be left in the school office during the school day. Bicycles are to be parked in the designated parking areas.

Birthday and Party Treats

We respectfully ask that all birthday and party treats be store-purchased, packaged and unopened or ordered from a bakery or person that offers this service. We know the fun of making special things at home but hope parents understand we are requesting this for the health and safety of the children.

Birthday and party treats are available to order. Selection, prices, and order form are available on our website under Nutrition. Contact Kristin Edwards at (712) 246-2520 or edwardsk@shencsd.com for more information.

While we know that children love sweet treats, we would also like to encourage bringing healthy treats. Some suggestions would be fresh fruit or vegetables, applesauce cups, fruit cups, dried fruit, string cheese, popcorn, yogurt, etc. Fresh fruit and vegetables must either come whole or cut and in packaging from the store.

Changes in Enrollment

Transferring In to the District

Parents of new students shall contact the appropriate school office to pre-register their student(s). The student's records are requested from the previous school district.

Transferring Out of the District/Withdrawal

Parents of a student that is transferring to another school district, in-state or out-of-state, need to contact the appropriate school office to inform the district of the last day of attendance. The student's records are sent directly to the new school when a request is received.

A student who leaves school permanently for any reason shall:

1. Secure a checkout sheet from the Principal's office.
2. Return all property of school district, which includes textbooks, locks, library materials, athletic equipment, etc.
3. Obtain a signature from each instructor signifying that item two has been completed.
4. Return the checkout sheet to the office.
5. Pay all fees, workbooks, projects, etc.

Character Counts! Student Expectations

To accomplish the vision of the Shenandoah Community School District, students are expected to display behaviors as outlined in the Six Pillars of the Character Counts program. These are:

Trustworthiness

- Tell the truth
- Keep your word
- Do your own work

Respect

- Respect the right of others to learn
- Use appropriate written/oral language and voice
- Respect the property of school and others
- Use materials and equipment appropriately
- Respect visitors, students, staff, and self

Responsibility

- Follow directions first time given
- Bring needed supplies
- Complete assignments on time
- Be prompt and ready to learn
- Accept feedback/consequences

Fairness

- Treat others the way you want to be treated
- Display good sportsmanship

Caring

- Be kind in actions and words
- Be positive

Citizenship

- Follow school rules and policies
- Follow all federal, state, and local laws

Follow school dress code

Cheating/Plagiarism

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated. To plagiarize is "to take (ideas, writing, etc.) from (another) and pass them off as one's own." Cheating/Plagiarism is most frequently committed in the following ways:

- Word-for-word copying of phrases and sentences without acknowledging the source.
- Paraphrasing, substituting approximately equivalent terms from another work.
- Lifting selected phrases from another work and inserting them into one's own writing, even if they are changed into new patterns.
- Submitting all or any part of another person's paper as one's own.

Middle School and High School

Students who are observed and caught cheating/plagiarizing will be punished as follows:

1st Offense – Grade of zero will be given for cheating or plagiarized work. Parent will be notified. Credit is possible if assignment is satisfactorily redone.

2nd Offense – Grade of zero will be given for cheating or plagiarized work. Conference with parent, student, and administrator.

3rd Offense – Student receives a failing grade for that class.

Citizenship

Being a citizen of the United States, of Iowa, and of the school district community, entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

The school day will begin in all buildings with the Pledge of Allegiance.

College Visits

Juniors and seniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, juniors and seniors may be excused up to 2 days to visit college campuses with the permission of the school counselor and with a note signed by the student's parents. College visits that are not arranged or communicated through the counseling office will be considered unexcused absences.

Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles, and chicken pox.

Communications to and from School

The school regularly sends communications home with students using notes, email, and SchoolMessenger calls. You may also check the school activities calendar for upcoming events. Information for parents will be posted on the school website. If you need to send a note or money to school with your child, please clearly mark who should receive the item.

11:~~2923~~ AM -12:~~1840~~ PM 5th Period
 12:~~1840~~ PM -1:~~1100~~ PM Lunch/Recess/Homeroom
 1:~~1103~~ PM -~~2:004:50~~ PM 6th Period
~~2:034:53~~ PM -2:~~5240~~ PM 7th Period
~~2:5543~~ PM -3:~~2528~~ PM Homeroom

High School

8:00-8:50 AM 1st Period ***1:25 Dismissal Time for 2-hour early dismissals
 8:53-9:~~4240~~ AM 2nd Period
 9:~~4543~~-10:~~3430~~ AM 3rd Period
 10:~~3733~~-11:~~2620~~ AM 4th Period
 11:~~2923~~ AM -12:~~1840~~ PM 5th Period
 12:~~1840~~ PM -1:~~1100~~ PM Lunch/Homeroom
 1:~~1103~~ PM -~~2:004:50~~ PM 6th Period
~~2:034:53~~ PM -2:~~5240~~ PM 7th Period
~~2:5543~~ PM -3:25 PM Power Hour

Dances

High School-sponsored dances must be approved by the principal prior to the dance. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to students as well as guests at school dances. Students and guests violating school district policies, rules or regulations will be asked to immediately leave the dance and school grounds. All students will be asked to sign out before leaving the dance early. School events need at least four (4) teachers present. All visitors must be registered in the office. Visitors not registered will not be allowed to attend. Approved guests of high school students must be enrolled in grades 9-12 of any school, or, if no longer in high school, must be ages 16-20.

Detention

Elementary

~~The Character Counts! Student Expectations section can be found in this handbook. These simple behaviors will allow everyone the time and space to learn, be safe and enjoy school.~~ Parents will be notified of chronic behavior concerns that cannot be remedied by simple consequences (verbal reprimand, time out, missed recess, etc.). Detention is to be served after school. Parents will be notified to arrange a time for detention. Parents are responsible for arranging transportation home.

Middle School

Detention will be served with the designated grade-level teacher. Students will be given two days to serve the detention, the day the notice is received and the next day.

High School

Behavior Detentions

All behavior detentions will be served with the assigning teacher on Monday through Thursday, with teacher discretion of length of time (not to exceed 30 minutes). Behavior detention time must be served within two school days of the date received. If a student does not serve his/her detention at the scheduled time, without prior arrangements, then the detention will be doubled. Students may serve detentions before or after school if plans are made with the assigning teacher.

Students may read, write, or study. Students may not sleep, talk, eat, use cell phones, or computers (unless required to complete academic work). If the detention is not served, the teacher will report to the principal, and the principal will assign the doubled detention time. If the student fails to show up on the second attempt, the student will be assigned to an in-school detention the following day.

Parents will be notified of all behavior detentions assigned.

Extracurricular Activities

Students participating in extracurricular activities will make academics their first priority. Students may miss

practice time to serve detentions. If an extracurricular activity and/or travel to an event DOES interfere with detention, the student will not be able to participate in that activity. If the detention DOES NOT interfere with the extracurricular activity and/or the travel to the event the student will be able to participate.

Discipline

The goal of the Board of Education is to ensure the right of all students to a safe and productive educational environment in which they may learn the skills and attitudes necessary to develop and to mature as responsible adults, accountable for their own actions.

It is very important that your child understands the necessity of following rules and regulations in order to have the best educational environment for learning. It is imperative that those students who come to school to learn be afforded that opportunity. It is our sincere hope that the school and the home will join together in this effort so that we can successfully provide an optimum learning environment for all children.

"School Discipline" is the guidance of the conduct of students in a way, which permits the orderly and efficient operation of the school, i.e., the maintenance of a scholarly, disciplined atmosphere to achieve maximum educational benefits for all students.

- Staff may use reasonable force to protect themselves and other students.
- After a consequence is administered, it should be forgotten as quickly as possible and not allowed to influence subsequent action.
- The Board of Education reserves the right to expel any student from school, as per state law, whenever in their judgment the best interests of the school demand it.
- Pupils may be kept after school for disciplinary reasons.

Suspension, Detentions, Removal from class, In-School Suspensions, and Out-of-School Suspensions

The superintendent or building principal may suspend a student temporarily for a period of time not to exceed ten (10) school days, may impose detentions, in-school suspension, out-of-school suspension or remove a student from class for the remainder of a semester for violation of a district policy, rule, regulation or directive. The type of sanction and the duration of the sanction shall be determined by the superintendent or building principal, with consideration given to the maturity of the student, the offense committed, the history of prior offenses and any other circumstances deemed pertinent.

The student shall be told orally or in writing of the charges against the student. If the student denies the charges, he/she shall be given an opportunity to explain his/her side of the story and shall be given an explanation of the evidence against the student. There need be no delay between the time of notice of the charges and the student's opportunity to respond. If the student does not deny the charges, or after the principal or superintendent hears the student and makes a decision, the principal or superintendent shall notify the student of the terms of the disciplinary action.

Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school, with the above procedures to be followed as soon as practical.

The superintendent or principal shall attempt to inform the parent by phone or in person on the same day of taking the disciplinary action. If a parent cannot be reached, the student shall remain on school property until the close of the school day, unless the student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

A student who has been suspended may be readmitted only after a conference between the superintendent or building principal, the student, and if possible, the parent. In extreme or repeated cases, a conference with the parents will be mandatory.

Upon verification of facts, suspension may occur for the following causes:

1. Committing a theft or robbery or attempting to commit a theft or robbery.
2. Threatening, intimidating or menacing any other person.

3. Use of profane, indecent, lewd or obscene language either verbally or in writing.
4. Possession or use of tobacco or any tobacco product (including look alikes).
5. Possession or use of alcohol (beer or liquor) or controlled substances.
6. The use or possession of any controlled substance, unless such substance was obtained directly from or pursuant to, a valid prescription or order of a practitioner while acting in the course of his/her professional practice.
7. The distribution of, transmittal of, or sale of any tobacco product, beer or liquor, or controlled substance to other persons.
8. Attendance or participation in any school activity in an intoxicated state or under the influence of a controlled substance, unless such substance was obtained directly from or pursuant to, a valid prescription or order of a practitioner while acting in the course of his/her professional practice.
9. Fighting/Provoking a fight.
10. Disorderly conduct: including temper tantrums; fighting or rowdy behavior; making loud noises so as to cause interference with other persons; using abusive language or gestures which the student knows or reasonably should know is likely to provoke a violent reaction by another; disruption of meetings, activities, or assemblies of persons by conduct intended to be disrupting; obstructing school premises or access to school premises or places where school functions are to be held, with the intent to prevent or hinder its lawful use by others; or any other behavior intended to interfere with the rights of others.
11. Truancy: absence from school or assigned classes without the consent of parent and principal.
12. Insubordination/Refusal to conform to policies, rules, regulations, directions or requests of the district or of its officers, employees or agents of the district when acting within the scope of their employment or duties.
13. Vandalism or willful damage to property (school, staff or student). Damaging, altering, injuring, defacing or destroying any building, fixture, piece of equipment or item, which includes writing, drawing, or making marks on walls, furniture, and fixtures.
14. Tampering with the fire alarm system.
15. Willful disruption of school or interfering with the peaceful conduct of the activities of the school.
16. Harassment/Hazing/Bullying.
17. Assault/Physical attacks or threats of physical attack to other students, officers, employees, visitors or agents of the district.
18. Possessing or downloading pornographic material.
19. Extortions.
20. Possession of threatening or illegal items or weapons (including look alikes) or use of dangerous weapons or components.
21. Display of racial bigotry or intolerance.
22. Criminal or illegal behavior.
23. Initiating, circulating or participating in the circulation of a report or warning of fire, epidemic, or other catastrophe knowing such report or warning to be false.
24. Threatening to place or placing any incendiary or explosive device or material in any place where it may endanger persons or property.
25. Trespassing on school property: entering upon or into school property without justification or without the permission of school officials or remaining on school property after being notified to leave by school officials.
26. Joining, becoming a member of, soliciting other students to join, taking part in forming or organizing a fraternity or society of students without prior approval of the Board of Education.
27. Other causes not specifically outlined as they may occur.

These offenses will be dealt with accordingly. Consequences include, but are not limited to:

- Variety of classroom interventions
- Timeout
- Teacher, Parent, Principal, Counselor involvement
- Detention

- In-school suspension
- Out-of-school suspension
- Police involvement
- Expulsion

Use of Force

This section shall allow all school personnel to exercise reasonable and appropriate physical restraint when the actions of a student are such that the student may inflict harm to himself/herself or others. School personnel shall use the least amount of physical restraint as necessary and the physical restraint must not cause serious or permanent harm to the student. Whenever physical restraint is used, it shall be reported to the building principal.

Physical Attacks

In the event any officer, employee or agent of the district is attacked or threatened by a student or group of students, the school officer, employee or agent shall immediately report the incident to the building principal. The employees may use reasonable force to protect themselves and others. The student(s) shall be suspended for five (5) school days and may be recommended for expulsion. The procedures for suspensions and expulsions outlined in sections shall apply.

Applicability

This policy shall apply to students while on school premises, while attending school-sponsored events, while on school-owned and operated buses or on chartered buses while students are engaged in school-sponsored activities, and while students are away from school if their conduct directly affects the good order, efficiency, management or welfare of the district.

Expected Behavior

Students should govern their actions, taking into account the rights and welfare of all students and respect for authority vested in school personnel and regard for public property.

Sanction

Students who violate the policies, regulations, rules or directives of the district, or who have documented cases of conduct detrimental to the best interests of the district, may be disciplined by one or more of the following actions:

- a. Denial of extracurricular activities or privileges.
- b. Temporary removal from class to the office of the principal for a period not to exceed three (3) days.
- c. Probation: conditional attendance during a trial period.
- d. Detention: a requirement that a student remain after school, or come to school early, or during lunch periods for purposes of discipline.
- e. In-school suspension: the temporary isolation of a student from one or more classes, while under proper administrative supervision, where the misconduct does not warrant removal from school by suspension.
- f. Removal from class for the remainder of a semester: the isolation of a student from a specific class for the remainder of a semester while under proper administrative supervision where the misconduct does not warrant removal from school by expulsion.
- g. Short-term suspension: the student is prohibited from attending classes or any school activity for a temporary period of time, not to exceed five (5) school days.
- h. Long-term suspension: the student is prohibited from attending classes or any school activity for a temporary period of time to be determined by the Board of Education.
- i. Expulsion: the student is prohibited from attending classes or any school activity for an indefinite period of time.
- j. Referral to other agencies.

Exclusion from Activities

The building principal or superintendent may exclude a student from participation in extracurricular activities for

a period of time to be determined by the building principal or superintendent for violation of a district policy, rule, regulation or directive or for violation of a rule in effect for participants in the activity. Procedures for excluding students from participation in extracurricular activities shall be the same as those procedures for short-term sanctions. Prior to any exclusion for violation of a rule in effect for participants in an activity, the building principal shall approve the rules and the participants shall be notified of the rules. Posting of the rules in an area where the participants meet shall be deemed sufficient notice.

Specific Exclusion from Activities

Any student determined by law enforcement officials or school authorities to be in possession of or having consumed beer, liquor, or other controlled substances will be suspended from all extracurricular activities. The consequences will be enforced according to the Good Conduct Policy & Tobacco/Alcohol/Illegal Drug Policy. These activities include athletics, music contests, speech contests, cheerleading, drama and other activities that the administration deems appropriate.

Expulsion/Long-Term Sanction

Only the Board of Education may remove a student from the school environment on a long-term basis. The removal of a student from the school environment, which includes but is not limited to classes and activities, is an expulsion from school.

It shall be within the discretion of the Board of Education to discipline a student by using expulsion for a single offense or for a series of offenses, depending on the nature of the offense and the circumstances surrounding the offense.

By majority vote of the Board of Education, following a recommendation of the superintendent and/or building principal, a student may be suspended for a period of time to be determined by the Board of Education (which may exceed five (5) school days) or may be expelled from school for an indefinite period of time for a breach of discipline, immorality, violation of district regulations and rules, or when the presence of the student is detrimental to the best interests of the school. In addition, the Board of Education may expel any incorrigible child or any child who, in the Board of Education's judgment, is so abnormal that regular instruction would be of no substantial benefit to him/her, or any child whose presence in school would be injurious to the health or morals of other pupils or to the welfare of the school.

Written notice of the charges prompting the administrative recommendation of expulsion, notice of the district policy, rule, or regulation alleged to have been violated, and notice of the time, place, and date of the hearing shall be mailed or delivered personally to the parent. If the student is married or is eighteen years of age or older, and is not residing with a parent, notice shall be given to the student. Such notice shall also be given the Board President.

A hearing before a majority of the Board of Education shall be held within five (5) school days of the mailing of or personal delivery of the notice to the parent or student. The parent or student may request additional time in which to prepare, but in no event, shall the hearing be held later than ten (10) school days following the mailing or personal delivery of the notice. In the event the parent or student requests additional time and the student is suspended pending the hearing, the student shall continue to be suspended until the date of the hearing.

The student may be accompanied to the hearing or be represented by parent(s) and/or legal counsel or any other advisor of his/her choice. Legal counsel or any other advisor of its choice may also advise the administration and/or Board of Education.

At the hearing, each party shall have an opportunity to testify on his/her own behalf, introduce evidence, present witnesses, submit statements orally or in writing and question any witnesses. The hearing shall be administrative in nature and shall not be governed by formal rules of evidence or procedure.

If a party to the hearing should conduct himself/herself in a manner disruptive of the hearing, the Board of Education may exclude him/her and proceed with the hearing as if he/she had not personally appeared.

The hearing shall be in closed session of the Board of Education unless the student or a parent of the student requests an open session if the student is a minor. In the event the student or parent requests an open session,

it shall be deemed a waiver of confidentiality of any personal information regarding the student contained in records or writings used at the hearing.

If the student or his/her representative fails to appear at the hearing, or if he/she desires to make no response, the administration shall nevertheless submit evidence in support of the recommendation to expel.

A transcript and/or digital recording shall be made of the hearing. At the conclusion of the hearing, the Board of Education shall consider all relevant evidence introduced at the hearing and shall make a decision. The Board of Education shall meet in open session and by roll call vote entered in the minutes; make a decision on the merits. The Board of Education may adopt, modify or deny the administration's recommendation.

Within five (5) days following the conclusion of the hearing, written findings of fact and conclusions of law shall be sent to or personally delivered to the parent or student or his/her representative.

At the time of suspension or expulsion, the Board of Education may determine whether the student should have access to programs or whether the student should be excluded from all programs of the district.

A student may be readmitted to school following a suspension or expulsion by the Board of Education only upon action by the Board of Education.

Office Referrals

The following are ways that students can earn an office referral:

- Possession or use of weapons, drugs, tobacco, or alcohol
- Threats or acts of violent nature
- Refusal to follow directions
- Verbal or physical assault (fighting)
- Destruction or theft of property
- Continued refusal to follow directions
- Disrupting the school environment

Consequences include, but are not limited to:

- Variety of classroom interventions
- Timeout
- Teacher, Parent, Principal, Counselor involvement
- Detention – recess, lunch, or before/after school
- In-school suspension
- Out-of-school suspension
- Police involvement
- Recommendation of Expulsion

Dress Code

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment. Styles that disrupt the educational process are prohibited.

Pants, shirts, and blouses must not be revealing. Exposed undergarments or midriffs are not acceptable.

Tank tops with less than 2-inch-wide straps and tube tops must be worn with a shirt with sleeves. Shorts AND skirts must be of appropriate length and not revealing.

Sagging pants, hanging chains, spikes, sunglasses, and clothing that displays profanity; encourages violence or the use of drugs, alcohol, or tobacco; or has sexual connotations are not permitted.

Coats are only to be worn when entering or exiting the building. Students should dress according to the temperature.

Caps, hats, headscarves/bandanas, or other such head attire are not appropriate to be worn in school. All of these are to be removed when you enter the building and not be worn again until you leave the building.

Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with stricter requirements. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave school/event. These rules apply to all activities during and after the regular school hours at any event in which Shenandoah is hosting or participating.

Driver's Education

Driver's Education is offered to Shenandoah students. The scheduled time will be determined and announced to students. The fee for driver's education will be set annually by the Board of Education.

Driving to School

In order to enjoy the privilege of driving to school, students should abide by the following regulations:

Drive your vehicle directly to school and upon arriving, park immediately in the approved parking area. You and your vehicle are under the jurisdiction of the school from the time you arrive until you leave.

STUDENT-DRIVEN-VEHICLES ARE RESTRICTED TO THE MAIN SOUTH PARKING LOT, BEGINNING WITH THE SECOND DRIVE.

Students who do not park in a designated parking space will be towed due to safety reasons.

Leave your car after parking it and do not allow other students to sit in your car while it is parked at school.

Dual Enrollment Students

Students' dual enrolled for any purpose are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the superintendent at the central administration office.

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students.

Early Graduation

Generally, students will be required to complete the necessary course work and graduate from high school at the end of grade twelve. Students may graduate prior to this time if they meet the minimum graduation requirements stated in Board Policy. In such cases, the student must have the approval of the Board of Education and a recommendation from the superintendent and the high school principal. Students must apply for early graduation no later than the July school board meeting prior to their senior year. Exceptions to this deadline will be considered at the discretion of the building principal and superintendent.

A student who graduates early will no longer be considered a student and will become an alumnus of the school district. However, a student who graduates early may participate in commencement and awards assembly.

Educational Records

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. Student is defined as an enrolled individual, PK-12, including children in school district sponsored child-care programs. The custodian of the records is the building principal. Questions regarding student records should be directed to the principal's office. The records contain information about the student and the student's education and may include but are not limited to the following types of records:

identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports. The following persons, agencies and organizations may have

restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

- School officials, teachers and AEA personnel with a legitimate educational interest.
- Officials of other schools in which the student proposes to enroll.
- Representatives of state and local government when auditing and evaluating Federal education programs.
- Officials connected with a student's educational financial aid applications.
- Governmental officials to whom information is to be reported under state law adopted prior to November 19, 1974.
- State and local agencies that are part of the juvenile justice system.
- Organizations which process and evaluate standardized tests.
- Accrediting organizations for accrediting purposes.
- Parents and legal guardians of dependent children, regardless of children's ages.
- Appropriate parties in a health or safety emergency.

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their children's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their children's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the Board Secretary at the Administrative Office, 712-246-1581.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district by September 1st of each school year if they do not want the school district to release directory information. Directory information includes name, participation in officially recognized activities and sports, degrees and awards received, and heights and weights of athletes, photograph and likeness, and other similar information.

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Shenandoah Community School District, with certain exceptions, obtains your written consent prior to the disclosure, of personally identifiable information from your child's educational records. However, Shenandoah Community School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Shenandoah Community School District to include this type of information from your child's educational records in certain school publications. Examples include: a playbill showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as wrestling, showing weight and height of team members.

Directory information, generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the No Child Left Behind Act of 2001 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Shenandoah Community School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1st. Shenandoah Community School District has designated the following information as directory information: student's name; photography and likeness; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and similar information.

Electronic Devices

Students may use electronic devices at school activities and before or after school. High school students may use electronic devices in the cafeteria during lunch. Students may also use electronic devices during the school day with teacher permission for academic reasons. Electronic devices not used appropriately will be taken away from the student by the teacher/administrator and given back to the student at the end of the school day. If the offense is serious or a repeated concern the students may lose the privilege to bring electronic devices to school and parents will be asked to pick up the device. Other discipline consequences may be applied by the building administration. The school district is not responsible for lost, stolen, or damaged electronic devices at any time.

Cell phones and other electronic devices (wireless headphones, radios, iPods and other music players, portable speakers, smart watches, etc.) are part of most high school-aged student's typical daily life. In the classroom, and other instructional settings within the school however, phones and electronic devices can cause a distraction from learning. Since learning is the primary purpose of time in school, students and teachers should be guaranteed the safest and least distracted environment. In order to prepare students for adulthood, including the workplace, it is important to teach when cell phones/devices are appropriate.

Each building will determine their appropriate and non-appropriate usage areas and will have consequences for inappropriate use which can include removal of device from student by staff or administration, loss of privilege, and parent being asked to pick up the device.

The district is not responsible for lost, stolen, or damaged electronic devices at any time.

High School

Please see the chart below for expectations regarding the use of cell phones and other electronic devices at school:

Use of cell phones and other electronic devices <u>ARE permitted:</u>	Use of cell phones and other electronic devices <u>ARE NOT permitted:</u>
<ul style="list-style-type: none"> • <u>Before school</u> • <u>After school</u> • <u>Hallways</u> • <u>Cafeteria</u> • <u>Teacher designated "phone zone"</u> • <u>Honors Power Hour</u> • <u>Homeroom</u> 	<ul style="list-style-type: none"> • <u>Classrooms</u> • <u>Restrooms</u> • <u>Office during a disciplinary investigation/action</u> • <u>ISS and/or detention</u>

Students may carry their cell phones and electronic devices with them at all times, but they must remain turned off and put away at all times during classes and if they are not, students are subject to the following intervention or consequence:

- **1st offense:** Verbal warning and school staff takes student's phone/device and returns it to the student at the end of the day.
- **2nd offense:** Detention (30 minutes) and school staff notify parent or guardian
- **3^d offense:** Detention (30 minutes), office referral, and loss of phone/device privilege for 5 school days. Student must turn in phone/device to office and will not be allowed to use it from arrival to dismissal.
- **4th offense:** Detention (30 minutes), office referral, and loss of phone/device privilege during the school day for the semester.

Offenses start over at zero each semester.

Parents and guardians can help with distractions in the classroom and contribute to the successful implementation of the cell phone/device procedure if they call the high school office at (712) 246-4727 and leave a message with the office staff for their child.

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Eligibility Rules

The Board of Education of the Shenandoah Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with Board Policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the Board of Education, administration, and individual activity coaches and sponsors. The principal and/or activities director shall keep records of violations of the Good Conduct Rule.

The following activities are covered by Board Policy and these rules:

Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, FCCLA, National Honor Society, all co-curricular clubs (e.g., Art Club), all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, mock trial, Academic Decathlon or any other activity where the student represents the school outside the classroom.

Middle School will implement eligibility for those participating in extra-curricular activities.

High School Academic Eligibility 36.15(2) Scholarship Rules

- a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- b. All contestants must be under 20 years of age.
- c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times. To qualify under this rule, a "subject" must meet the requirements of 281 – Chapter 12. Coursework taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.
 - 1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subrule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades. For students in grades 7 and 8, "grading period" shall mean the period of time at the end of which a student receives a final grade.
 - 2) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.
- d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.
- e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.
- f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
- g. A student is academically eligible upon entering the ninth grade.

- h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this subrule, shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration.
- i. No student shall be eligible to participate in any given interscholastic sport if the student has engaged in that sport professionally.
- j. The superintendent of schools, with the approval of the board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
- k. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

A student's eligibility to perform will be determined biweekly and by grades that students receive at the end of each semester. (The key word here is PERFORM, as students will still be able to take part in practices, workouts, and rehearsals.) This means that every student will start the year as an eligible participant in any activity, unless you have failed a class the proceeding semester. When the term "preceding semester" is used, it means the semester immediately preceding the semester in which the student desires to participate in extra-curricular activities. Eligibility determined at the end of the school year extends into the summer months.

Middle School and High School Biweekly Eligibility Determination This will go into effect 15 academic days into each semester. Students' grading period will run ~~biweekly every three weeks~~ on Wednesday. Any student receiving a failing grade (F) or incomplete grade (I) will become ineligible until the grade is no longer failing or incomplete.

Academic progress reports will be done during the following weeks of the school year: First Semester: Week 3, ~~5, 7, 9, 11, 13, 15, 17, 19~~ 9, 12, 15, 18, Second Semester: Week 21, ~~23, 25, 27, 29, 31, 33, 35~~ 24, 27, 30, 33, 36.

Power Hour Draft Assignments

Power Hour at the high school is a time during the school day for students to work on coursework, missing work, or work one-on-one or in small groups with teachers. Students are assigned to a Power Hour ~~based on need for academic assistance teacher but may be drafted by other teachers.~~ based on need for academic assistance ~~Teachers Staff~~ Teacher Staff will use course grades and/or standardized test data, attendance and disciplinary record to determine what students to ~~draft assign to their rooms each Power Hour.~~ draft assign to their rooms each Power Hour. The purposed of ~~the~~ Power Hour ~~draft~~ is to provide interventions, reteaching and opportunity for academic improvement.

Emergency Drills

Fire and tornado drills are required by law. School districts must have two fire and two tornado drills before December 31 and two fire and two tornado drills after January 1 for a total of eight each school year. Periodically the school holds emergency lock-downs (1 each semester), and bus evacuation drills (1 each semester).

At the beginning of each semester, teachers notify students of the procedures to follow in the event of a fire, tornado, and lock-down drill. Emergency procedures and proper exit areas are posted in all rooms. Bus drivers will inform students and staff of the emergency procedures and how to utilize all emergency exits while riding of a school bus.

Emergency Information

At the beginning of each school year, parents must register their children. This registration information MUST provide the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. *Parents must notify the office if the information on the registration*

forms changes during the school year. Parents may also update information on-line through the school website: www.shencsd.com.

Every Student Succeeds Act

Shenandoah Community School District has always hired highly qualified teachers and staff. The federal legislation called Every Student Succeeds Act (ESSA) requires us to notify you that parents in our school district have the right to learn about the following qualifications of their child's teachers: state licensure requirements for the grade level and content area taught, the current licensing status of their child's teachers, and baccalaureate/graduate certification/degree. Parents may request this information from the Office of the Superintendent by calling 712-246-1581 or sending a letter of request to the Office of the Superintendent, 304 West Nishna Road, Shenandoah, IA 51601

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy.

Permission to attend field trips is granted by the parent when they sign the Permission & Acknowledgement form included in school registration paperwork. If a student does not attend a field trip, they are required to be at school, unless prior approval by an administrator.

Flowers and Gifts

Delivery of flowers or gifts for students will not be accepted at the JK-8 building. Delivery will be accepted at the High School. A list of recipients will be posted in the front hall. School staff will not be responsible for delivery to individuals.

Good Conduct Rule (Board Policy 503.4)

To retain eligibility for participation in Shenandoah High School/Shenandoah Middle School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Shenandoah Schools will enforce the following policies and procedures relative to standards for participation in extracurricular activities or school social events throughout the calendar year both in and out of school.

Any student who engages in conduct which makes the student questionable may be denied the privilege to participate in extracurricular activities and/or other school social events on a temporary or permanent basis. Prohibited conduct includes activities which are illegal, immoral, or unhealthy as well as violations of school policies.

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors: possession, use, or purchase of tobacco products (including look alike), regardless of the student's age; possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband [e.g., alcohol or other drugs]).

Mere presence is a violation of our policy. Mere presence would include being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so; possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;

Violation(s) of local, state or federal law and/or engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s); exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing, harassment of others, inappropriate use of social media and/or other situations.

If a student transfers from another school and the student had not completed a period of ineligibility for a violation of a Good Conduct Rule or Academic Policy in the previous school, the student shall be ineligible. Violations not served would be completed based on Shenandoah's policies before the student would be declared eligible. Suspension of a student from an extracurricular activity shall be the decision of the principal or principal's designee within the parameters of this policy. Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's **Good Conduct Rule** will be deemed ineligible for a period of time, as described below.

Penalties

Grades 7-12 Violations of the Good Conduct Rule will be cumulative within the student's high school career. A student who violates the Good Conduct Code during enrollment shall be ineligible to participate in any extracurricular activity in accordance with the following provisions:

First Offense: 33 ⅓% loss of eligibility – The student will not be permitted to dress for, or participate in, 33 ⅓% of consecutive contests or performances of the activities in which he/she participates after the violation

Second Offense: 66 ⅔% loss of eligibility – The student will not be permitted to dress for, or participate in, 66 ⅔% of consecutive contests or performances of the activities in which he/she participates after the violation.

Third Offense: 100% loss of eligibility – The student will not be permitted to dress for, or participate in, 100% of consecutive contests or performances of the activities in which he/she participates after the violation.

Fourth or More Offenses: 12-month loss of eligibility – The student will not be permitted to dress for, or participate in, activities for a period of 12 months after the violation.

Refer to the "Activities - Number of Contests/ Performances" schedule that follows for the number of ineligible contests/performances or number of days per activity. An ineligible student shall attend all practices or rehearsals but may not "suit up" for, nor perform/participate in, the assigned number of consecutive ineligible contests/ performances. The practice/rehearsals guideline may be waived if agreed to by student, coach/ sponsor/director and administrator.

Activity	Number of Contests/Performances			
	1st offense – 33 ⅓%	2nd offense – 66 ⅔%	3rd offense – 100%	All other
Academic Competition	1	3	4	12 mos.
Band ²	5	11	16	12 mos.
Baseball	8	16	24	12 mos.
Basketball	7	14	21	12 mos.
Bowling	4	8	12	12 mos.
Cheerleading ³	3-7	7-14	9-21	12 mos.
Class Officers (days)	60	120	180	12 mos.
Club/Organizations	1	3	4	12 mos.
Cross Country	3	6	9	12 mos.
Drama (Plays/Musical)	1	3	4	12 mos.
FFA ²	5	11	16	12 mos.
Football	3	6	9	12 mos.
Golf	4	8	12	12 mos.

National Honor Society (Subject to NHS Bylaws)				
Royalty	1	3		12 mos.
Softball	8	16	24	12 mos.
Speech	4	8	12	12 mos.
Student Council (days)	60	120	180	12 mos.
Tennis	4	8	12	12 mos.
Track	4	8	12	12 mos.
Vocal ²	5	11	16	12 mos.
Volleyball	5	9	14	12 mos.
Wrestling	5	10	15	12 mos.

¹ Multiple performances on any one date constitute a single performance for purposes of this policy.

² Subject to student's total possible number of performances*. Ineligibility to equal a percentage of performances. *club or group may have 16 events, student may be eligible for only 6 events.

³ Cheerleading ineligibility is equal to a sport cheered.

Example of activities to be missed for a student in multiple activities. Ineligible student is in vocal music and girls' basketball - penalty (with no reduction) 5 (vocal) + 7 (girls' basketball) = 12 events divided by 2 activities would equal 6 activities. Student would miss the next 6 activities (could be 2 vocal events/4 basketball games). Rounding off 0.5 to 1. 4.9 = 1, 1.5 to 2.49 = 2, etc.

Notice to Student: The school administrator, upon making a determination that a student has violated the Good Conduct Rule, shall promptly mail or deliver to the student's parent a written "Notice of Violation of Good Conduct Rule" which shall contain the following:

The student's name and the names and address of the student's parents.

A statement as to the time, place and circumstances of the violation that student is alleged to have committed.

A statement describing the sanction to be imposed upon the student for violating the Good Conduct Rule and the effective date on which such sanction shall commence.

A statement that the school administrator's determination as to the student's violation of the Good Conduct Rule and the punishment imposed therefore shall become final and effective as state above, unless an appeal is taken within two (2) days to the Superintendent of Schools.

The period of ineligibility begins immediately upon finding of a violation, if the student is eligible for and currently engaged in an extracurricular activity. If ineligibility is not completed during the current activity, it will carry over to the student's next activity/contest. The starting date to begin such carried over suspension will start on the first date competition is allowed for that sport/activity, not when practice begins.

However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.

If a student drops out of an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty, at the administration's discretion, will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.

If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty (not to exceed the 12-month limitation)

Reduction in Penalty

A student may receive a reduction in penalty when the following conditions are met:

A student may receive a reduction in penalty if there is admission prior to determination. If a student comes forward to a coach/director, administrator, or activity sponsor to admit (self-report) a violation of the extracurricular activities code of the Good Conduct Rule prior to the finding of guilt by the administration, the

student's penalty may be reduced (as listed below).

A student may receive a reduction in penalty if the student agrees to complete an established number of hours of "school service." The type of "school service" will be determined and agreed upon by the student and administrator of Shenandoah High School. The number of hours of "school service" are listed below.

A student may receive a reduction in penalty if the student agrees to complete an educational component(s). The educational component(s) could include, (but is not limited to any of the following): an evaluation and treatment process (at student's expense), research, reading, viewing of informational video(s) or written testing. The educational component(s) will be determined and agreed upon by the student, parent, and an administrator of the Shenandoah High School. The educational component(s) is listed below with the offenses.

A student who violates the "mere presence" provision of this policy shall serve no more than one-half of the established penalties for the first and second violations.

First Offense ½ Reduction of loss of eligibility (No penalty will be less than one event.)

--for self-reporting* (And)

--satisfactory completion of 5 hours of "school service"***

Second Offense ⅓ Reduction of loss of eligibility

--for self-reporting* (And)

--satisfactory completion of 10 hours of "school service"*** (or)

--successful completion of the educational component(s) ***

Third Offense ⅓ Reduction of loss of eligibility

--for self-reporting* (And)

--satisfactory completion of 15 hours of "school service" ** (And)

--successful completion of the educational component(s) ***

Fourth/More Offenses - No Reduction of loss of eligibility

*Admission Prior to Determination: If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule prior to a finding of guilt by the administration, the student's penalty may be reduced as shown above.

**School service would be approved and monitored by school administrator. Service would be done within the school system and outside of the school day.

***Evaluation and Treatment: A student who has a second or third violation of the alcohol or drug provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's family's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the facility to report back to the superintendent regarding recommendations for treatment or follow-up care, the student's penalty for the second or third violation may be reduced by percentages stated above. This reduction is not available for first or fourth violations.

Appeal Process

Level 1. The Principal and/or Assistant Principal/Activities Director are the first level of the investigation for the Good Conduct Rule. If the student and/or parents are not in agreement with the decision of level 1, they have the right to appeal in writing to level 2 within 5 days.

Level 2. The superintendent will give written response to the student and/or parents within 5 school days. If the student and/or parents are not in agreement with the decision of level 2, they have the right to appeal in writing to level 3 within 5 days. The penalty will be in effect until reversed.

Level 3. The Board of Education will schedule a hearing within 5 days of the receipt of the appeal. The review by the Board of Education will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and

determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the Board of Education.

The Board of Education will give written response to the student and/or parents within 5 days of the closed session hearing.

Violations Occurring During Ineligibility

If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student is academically ineligible and then has a tobacco violation (Good Conduct Rule violation). When the student regains his/her academic eligibility, the Good Conduct Rule begins. Example: A student violates the Good Conduct Rule and is ruled ineligible for a period of time or number of events. While ineligible, the student again violates the Rule. The second penalty attaches when the first penalty is completed.

Academic Consequences

There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Good Conduct Rule occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

Letters and Awards

Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity until the period of ineligibility is completed.

Grade Reports

Students (K-8) receive report cards at the end of each quarter. High School students (9-12) receive report cards at the end of each semester.

Students who receive an incomplete in a class must complete the incomplete class within 5 school days after grades are handed out. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete may result in a failing grade and loss of credit.

Grading scales will be developed at each building level.

A four-point system is used to calculate the cumulative grade point average (GPA) at the high school level. AP classes will be weighted on a five-point system. GPA will appear on the student's transcript.

A	4.0	5.0 GPA =	A	5.0
A-	3.7		A-	4.7
B+	3.3		B+	4.3
B	3.0		B	4.0
B-	2.7		B-	3.7
C+	2.3		C+	3.3
C	2.0		C	3.0
C-	1.7		C-	2.7
D+	1.3		D+	2.3
D	1.0		D	2.0
D-	0.7		D-	1.7
F	0.0		F	0
I	Incomplete			

Graduation Requirements

High school students must be registered in 7 periods per semester.

Classification-Credit Requirements

00.00 – 13.00	Freshman
14.00 – 26.00	Sophomore
27.00 – 40.00	Junior

40.00 + Senior

Credits earned at summer school outside of the district are acceptable with prior approval of the Principal.

Shenandoah High School Graduation Requirements (Class of 2022)

6 credits in Mathematics (Math must be taken every year)

6 credits in Science (Science must be taken every year)

6 credits in Social Studies (2 credits in American History & 1 credit in American Government)

8 credits in Language Arts (Language Arts must be taken every year)

1 credit in Personal & Career Readiness

Shenandoah High School Graduation Requirements (Class of 2023 and beyond)

7 credits in Mathematics (Math must be taken every year)

7 credits in Science (Science must be taken every year)

6 credits in Social Studies (2 credits in American History & 1 credit in American Government)

8 credits in Language Arts (Language Arts must be taken every year)

1 credit in Personal & Career Readiness

1 credit in Financial Literacy

Physical education **must be taken every year**. Waivers are available for students to be exempt from physical education. Any waiver will be reviewed by the principal.

50 credits are required to graduate from Shenandoah High School with the remainder to be completed with Electives.

Students who are in good standing and who meet the graduation requirements set by the Board of Education are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate. Students are not required to participate in the graduation ceremony.

Students at graduation will be honored as follows: Honor Student 3.250 - 3.690 GPA, High Honors 3.70 - 3.89 GPA and Highest Honors 3.90 GPA and above.

Hall Passes and Agendas

Students must have permission or a "pass" to go from one part of the building to another during the class period. A teacher will not sign a pass for a student to see another faculty member without prior permission.

Middle School students must have their agenda, hall or library pass signed to be in the halls when classes are in session. Students will receive an agenda at the beginning of each school year and may get the hall pass signed by any teacher or school employee.

Middle school students are expected to write their daily assignments in their agenda and to keep the agenda in good usable shape. Since the agenda is provided to the student, it is the property of the school district and should be kept in good condition, just as a student should maintain a textbook that is checked out to them. There will be a replacement cost for lost or damaged agendas.

HAWK-I Insurance for Children

Parents can apply for low or no cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children birth-19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy, and hospital services, to name a few. Parents are urged to call 1-800-257-8563 (toll free) or go to the web site at www.hawk-i.org for more information.

Hazing or Harassment

Harassment/hazing will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated vehicles; while attending or engaged in school activities; and while away

from school grounds if the misconduct directly affects the good order, efficient management of the school district and directly affects the welfare of the student and the school district.

All threats of violence, whether oral, written, or symbolic, against student, staff, or to school facilities are prohibited. All such threats will be promptly investigated. The district has the authority to report students violating this rule to law enforcement. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

Harassment/Hazing may include, but is not limited to the following:

- Verbal, physical or written harassment, bullying or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, etc.; and
- Demeaning jokes, stories, or activities directed at the student.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
 - tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser or bully did;
 - witnesses to the harassment or bullying;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser or bully responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment, bullying, or hazing on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when it:

- places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;
- has the effect of substantially interfering with the student's academic performance; or
- has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment may include, but is not limited to the following:

- Verbal or written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications;

- Unwelcome touching;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Head Lice (Pediculosis)

School settings are conducive to a greater risk of transmissions of Pediculosis (Head Lice), and therefore, proper and effective treatment of this condition is needed.

The District requires exclusion from school until properly treated with an approved pediculicide – either prescription or nonprescription. Immediate exclusion of a student is suggested when live lice are found. Effective treatment will be required before a student may return to school.

The District requires that all nits/eggs must be removed within one week (7 days) of the day of diagnosis. After one week of treatment at home and nits still present, the parent will have to come pick up student and take home and treat for at least one hour. Then the student can return to school and the school nurse and the parent can go through the hair together to make sure the student is lice and nit free. The removal of nits/eggs is essential to help prevent self-reinfestation and transmission to others. Total nit/egg removal also helps eliminate diagnosis confusion and serves to document treatment.

Chronic head lice cases will be rechecked weekly by the school nurse.

Confidentiality will be maintained to the best of the district's ability in all cases involving pediculosis.

Health and Accident Plan

Parents are responsible for providing insurance that covers their child(ren) if they are injured while at school or during school activities. Student Health and Accident Insurance is available for purchase through the school. The insurance offering describes several enrollment options designed to fit your individual needs. If interested, please refer to the insurance enrollment form provided to you or pick one up at any school office.

Student athletes must have health and accident insurance in order to participate in intramural or extra-curricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes who do not have and cannot afford insurance should contact their coach.

Hearing Screening

Throughout the year, the school district sponsors hearing screenings. Students are automatically screened unless the parent submits a note asking the student to be excused from the screening. The grade levels included in the screening are determined annually.

Honor Roll

Middle School

The school district honors students who excel academically. The honor roll is issued quarterly and includes all grades for the current quarter. There will be both an "A" and "A - B" honor roll.

High School

At the end of the senior year the four-year honor roll is recognized. This honor is achieved by having a four-year cumulative average of 3.250 or more. Seniors who achieve this honor are awarded honor cords to be worn on their robes for graduation activities. GPA will be carried out three decimal places when determining class rank. The High School has an honor roll at the end of each semester. There will be both an "A" and "A - B" honor roll.

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from [human growth and development instruction](#). A curriculum map is hyperlinked to this handbook [here](#).

Illegal Items Found in School or in Students' Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. This includes matches, lighters and other flammable liquids. Students violating this policy, whether at school or away from school, are subject to discipline measures which include removal from class, suspension, and expulsion. If an illegal act has been committed, the police will be contacted. Discipline for drug and alcohol related offenses will also include prohibition from participating in extracurricular activities.

Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars, with the exception of weapons in the control of law enforcement officials or those used for educational purposes and approved by the principal. Students are also prohibited from using everyday items such as pencils, rulers, compasses or books in a threatening or assaultive manner, and doing so is grounds for discipline up to and including expulsion. Students shall not possess items that resemble firearms or other dangerous weapons (look-a-likes) without specific permission from a teacher, coach/activity sponsor or administrator. Using look-a-likes in an assaultive or threatening manner is expressly prohibited and may result in expulsion just as if the look-a-like were a real weapon. Possession or use of dangerous weapons or threatening use of look-a-likes by students receiving special education services or who have a disability covered by Section 504 of the Rehabilitation Act of 1973, may result in the same consequences as listed above. Students bringing firearms or look-a-likes to school or possessing firearms at school will be subject to the following: confiscation of the weapon; referral to law enforcement officials; immediate suspension from school with a recommendation for expulsion by the Board of Education for twelve months; possible loss of credit or grade level standing; prohibition against being on school grounds during the period of suspension or expulsion; eligibility for readmission to school only upon successful completion of any conditions imposed by the Board of Education (expulsion) or of the administration (suspension).

Due process will be followed prior to a student's temporary removal from school except in emergency situations; in such cases, the student will be given due process as soon as possible. Any student who has information about or who believes that a student or other person has a firearm or other dangerous weapon on school grounds or at a school event should report this belief to a school employee immediately. The administration will strive to keep the informing student's identity confidential in the event of disciplinary action taken against a student involved with weapons or look-a-likes.

Illness

A student who becomes ill or is injured at school must notify his or her teacher or another school employee as soon as possible. In the case of serious illness or injury, the school shall attempt to notify the parents according to the information on the registration form. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

If a child's activity must be limited following an illness, parents are asked to notify the office.

For the health and safety of all the children, it is mandatory that sick children not be brought to school. In order to prevent the spread of disease, please keep your child home from school if he or she displays any of the following symptoms within a 24-hour period:

- fever greater than or equal to 100.4 degrees F
- vomiting
- diarrhea
- pink eyes with drainage
- cough with congestion and excessive nasal discharge
- cold sores or lesions

If your child displays any of the above symptoms at school, parents will be notified and required to pick up their

child.

The district's established policy for an ill child's return:

- Fever free for 24 hours
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage
- Cold sores or lesions shows signs of healing (scabbed over)

If an illness prevents the child from participating comfortably in activities or creates a greater need for care than the staff can provide without compromising the health and safety of the other children, or if a child's condition is suspected to be contagious and requires exclusion as identified by public health authorities, then the child is made comfortable in a location where she or he is supervised by a familiar caregiver.

Immunizations

Iowa's immunization requirements apply to ALL individuals attending licensed childcare centers and schools in Iowa, including those who are home schooled. Iowa Code, Chapter 139a.8(6) and Iowa Administrative Code, 641-7.7(139) outline the immunization requirement for students attending preschool, elementary, or secondary schools. Students shall have received the required immunizations and submit the Iowa Department of Public Health Certificate of Immunization or have a valid Certificate of Immunization Exemption, or Provisional Certificate of Immunization.

Certificate of Immunization

A Certificate of Immunization must be given to the school the child will attend. To be valid, the Certificate of Immunization must include the name and birthdate of the child, the dates required vaccines were received, and must be signed by a physician (MD or DO), physician's assistant, nurse, or certified medical assistant.

Provisional Certificate of Immunization

A child who has begun, but not completed, the required immunizations for their age may receive a Provisional Certificate of Immunization so they may attend licensed childcare or school while they finish their required vaccinations. To be eligible for provisional enrollment, the child must receive at least one dose of each of the required vaccines for their age. The next dose of required vaccine should be given as soon as possible, but no longer than 60 days from the previous dose(s). If at the end of 60 days, the child has not received the next required dose(s) of vaccine, the child cannot attend school. The Provisional Certificate of Immunization must be submitted to the school the child attends while completing the required immunizations. After the child has received all the required immunizations, a Certificate of Immunization must be submitted to the school. Students transferring from one U.S. school to another are eligible for provisional enrollment for 60 days to allow their immunization records to be transferred from the previous school.

Medical Exemption

A medical exemption may be granted if a health care provider believes immunization(s) would be harmful to the child or a member of the child's household. To be valid, the Certificate of Immunization Exemption must be completed and signed by a physician (MD or DO), physician's assistant or nurse practitioner. The Certificate of Immunization Exemption must be submitted to the school the child attends.

Religious Exemption

A religious exemption may be granted in immunizations conflict with a religious belief and is not based on scientific, medical or personal opinion. To be valid, the Certificate of Immunization Exemption must be complete with the name and birthdate of the child and signed by the individual or the child's parent, and must be notarized. The Certificate of Immunization Exemption must be submitted to the school the child attends.

Enforcement

Students who do not provide a Certificate of Immunization, Provisional Certificate of Immunization, or Certificate of Immunization Exemption to the school on the first day of school cannot attend.

Required Immunizations – Elementary/Secondary School

Diphtheria/Tetanus/Pertussis (DTaP)

5 doses with 1 dose received \geq 4 years of age if born after September 15, 2003;
 OR 4 doses with 1 dose received \geq 4 years of age if born after September 15, 2000 but on or before September 15, 2003;
 OR 3 doses with 1 dose received \geq 4 years of age if born on or before September 15, 2000;
 AND 1 dose of tetanus/diphtheria/acellular pertussis – containing (Tdap) vaccine for applicants born after September 15, 2000, upon entrance into 7th grade and above; regardless of the interval since the last tetanus/diphtheria-containing vaccine.

Polio

4 doses with 1 dose received \geq 4 years of age if born after September 15, 2003;
 OR 3 doses with 1 dose received \geq 4 years of age if born on or before September 15, 2003
 Polio vaccine is not required for persons 18 years of age or older.

Measles/Rubella

2 doses with the first dose received \geq 12 months of age, second dose no less than 28 days after the first dose;
 OR demonstrate a positive antibody test for measles and rubella from a U.S. laboratory.

Hepatitis B

3 doses

Varicella

2 doses received \geq 12 months of age if born after September 15, 2003;
 OR 1 dose received \geq 12 months of age if born on or after September 15, 1997, but born on or before September 15, 2003;
 OR a reliable history of natural disease

Meningococcal (A, C, W, Y)

1 dose received on or after 10 years of age for applicants in 7th grade and above, if born after September 15, 2004;
 AND 2 doses for applicants in 12th grade, if born after September 15, 1999;
 OR 1 dose if received when the applicant was 16 years of age or older

Required Immunizations – Preschool & Junior Kindergarten

Diphtheria/Tetanus/Pertussis (DTaP)

4 doses

Polio

3 doses

Haemophilus influenzae type B (Hib)

3 doses with the final dose in the series \geq 12 months of age;
 OR 2 doses if only 1 dose received < 15 months of age;
 OR 1 dose if received \geq 15 months of age
 Hib vaccine is not required \geq 5 years of age

Pneumococcal

4 doses if received 3 doses < 12 months of age;
 OR 3 doses if received 2 doses < 24 months of age;
 OR 2 doses if received 1 dose < 24 months of age;
 OR 1 dose if received no doses < 24 months of age
 Pneumococcal vaccine is not required \geq 5 years of age

Measles/Rubella

1 dose \geq 12 months of age;
 OR demonstrate a positive antibody test for measles and rubella from a U.S. laboratory

Varicella

1 dose ≥ 12 months of age;
OR a reliable history of natural disease

Inclement Weather

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over KMA radio (960 AM) and the School Messenger Parent Notification System. If you have missed a School Messenger message you may retrieve the message within 36 hours by going to the school website. Please check these sources before calling the school. If needed, the missed time will be added to the calendar to meet minimum state requirements at the discretion of the superintendent. This can include days added at the end of the year, making early out days full days, canceling school breaks, etc.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled or rescheduled. The principal/athletic director may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified using School Messenger or over KMA Radio (AM 960).

School Closings and Athletic Practices

Student activities are a vital part of the total educational program and should be used as a means for developing good human relations and wholesome activities as well as knowledge and skills. The health, safety, and welfare of the students participating in student activities shall be foremost in the minds of those directing such activities and responsible for such activities. In the interest of student welfare and safety, the following procedures shall be followed during times of school closings due to inclement weather, emergency situations, etc.

Superintendent closes school all day: Superintendent and Athletic Director and/or Principal shall determine if practices are to be conducted.

Superintendent dismisses school early or notifies of a late start: Superintendent and Athletic Director and/or Principal shall determine if practices are to be conducted.

Contracted Contests

School closed all day: The athletic director shall be responsible for any postponements, cancellations and rescheduling of contracted contests. The building principal shall be responsible for decisions on postponements, cancellations, and rescheduling of other events and activities.

School dismissed early: The superintendent shall be responsible for canceling all activities and/or events. The athletic director and/or Principal shall notify the contracted parties, news media, transportation director, and others as the need arises of the cancellation. In addition, he/she shall be responsible for rescheduling the canceled events and activities.

Inspection of Educational Materials

Parents and other members of the school district community may view instructional materials. Copies may be obtained according to Board Policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the building principal.

Invitations to Parties**Elementary**

Parental cooperation and courtesy is requested when sending party invitation to school for distribution. Invitations will be distributed at school ONLY if every child, or all boys or all girls, in the class receives one. We will provide class lists with names for party invitation/class party purposes. Parents may request their name not be released.

Jurisdictional and Behavioral Expectations Statement

This handbook is an extension of Board Policy and is a reflection of the goals and objectives of the school board. The Board of Education, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, employees, students, visitors, and guests with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school operated buses or vehicles or chartered buses; while attending or engaging in school activities; and while away from the school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of school district policy, rule, regulation, or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the educational program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate, or establish school district policies, rules, regulations, and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the principal's office for information about the current enforcement of the policies, rules, regulations, and student handbook of the school district.

Legal Status of Student

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent must notify the school district and provide any necessary legal documentation. The school district needs to know when these changes occur to ensure that the school district has a current student record.

Lost and Found

Shenandoah School is not responsible for loss of student property at school. Students finding articles not belonging to them should turn these items in to the office. Should you lose an item, this would be a good place to check. Students should label all textbooks, workbooks, notebooks, and personal property. Report any lost or stolen items to the office. After a period of time, items not claimed, will be donated.

Lunchroom

Lunch is served to students daily. During registration, parents will be encouraged to complete a free/reduced lunch application. This is used to determine cost for school fees and meals for each student. Additionally, grants are often dependent on the percentage of students who qualify for free/reduced lunch.

The school district operates both a lunch and breakfast program. Breakfast will be served from 7:15 to 7:55 each morning except when there is a late start. Students may either bring their own lunches to school or purchase a lunch and other items, including milk. **Federal regulations do not allow "fast food" lunches or pop in the cafeteria during lunch for students or guests.**

Except for high school students with pre-arranged privileges, lunch periods are closed and students must eat at school unless individual arrangements are made with the principal.

Students eating in the cafeteria are expected to conduct themselves according to common manners and school rules. Should a student choose to behave differently they may be assigned an alternate location to eat.

We use a Point of Sales Electronic System. Students may deposit any amount of money in their account. Student lunches vary in cost from \$2.45 to \$2.85 depending on the grade level of the student. Breakfast costs \$2.00 per day. The money can be deposited either before school or during the morning before lunch. Students will receive a statement when they go through the lunch line if they have only enough money left in their account for one or two more days. Should a student's account be empty, no charges will be made. The student will be given an alternate meal (i.e. basic peanut butter sandwich and milk) for lunch.

Parents and guests are welcome to join a student for lunch. The school office should be notified at least one day in advance to reserve a meal. The cost of an adult lunch is \$3.75 per day.

All seniors will start each school year with open lunch privileges. Students must submit signed parental approval before open lunch will be granted. Forms are available in the office. Students who do not have a driver's license may not drive during open lunch. School permits are not acceptable. Students who have open lunch cannot bring food back to school to eat or bring food for other students.

Medications

Students may need to take prescription or non-prescription medication during school hours. Students may not carry medications with them during the school day. Medications must be brought to school with a note from the parents providing permission for the student to take the medication and written instructions and left with the school nurse or office. The school must know the medications a student is taking in the event the student has a reaction or illness.

Medication is held in a locked cabinet and distributed by the school nurse. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name, phone number and address of the pharmacy; directions for use including dosage, times and duration; date of the prescription; name of the physician; potential side effects; and emergency contact information for the parents.

Minimum Age {Iowa Code §§ 139.9; 282.1, .3, .6 (2005)}

Junior Kindergarten and Kindergarten students must be 5 years of age and first grade students must be 6 years of age by September 15 of the school year to register for school.

Non-School Team Participation Rule 36.15(7)

Any student (grades 7-12) in the Shenandoah Community School District who participates in school-sponsored sport programs may participate in non-school sport programs during the same season.

A student (and his/her parent) who plans to participate in a non-school sport program needs to arrange a pre-season meeting with his/her coach, school administrator and parent. Purpose of the meeting would be to work out an agreeable schedule for both the school and non-school program. The approved schedule will be included on the Non-School Participation Form which will be signed by all parties.

A student who chooses to give non-school participation priority over the school-sponsored sport program may jeopardize his/her program status or standing as a member of the school-sponsored sport program.

On-Line Course Enrollment

At least one of the following conditions must be met in order to be eligible to enroll in an online course.

Eligibility does not guarantee the student will be allowed to take an online course. Final approval is determined by the school principal, school counselor, online course coordinator, and content area teacher.

- At a student's IEP meeting, the IEP team feels that an online course is the best way for a student's educational needs to be met.
- Credit Recovery – A student has taken a course and received a failing grade. If they wish to repeat the

course, they may ask to take it online.

- Early Graduation – A student who has been approved for early graduation may take courses online in order to meet graduation requirements.
- Course not available for student to take – If there is a scheduling conflict that does not allow a student to take a course because it conflicts with another, they may be allowed to take one of the courses online.
- Extenuating Circumstances – If there are other extenuating circumstances that prevent a student from being able to take a regular course, then they may be given permission after meeting with the principal, school counselor, online course coordinator, and content area teacher.

Open Enrollment

Iowa's open enrollment law allows parents residing in one school district to request transfer of their children to another school district. Applications for open enrollment must be received in the superintendent's office of the receiving district (the school which the student would like to attend) by March 1st of the year preceding the school year for which open enrollment is desired. For example, if the form is turned in on March 1 the student can attend the receiving district when school starts in the fall. There are some exceptions to the March 1st deadline. An open enrollment request for a prospective kindergarten student may be filed with the receiving district by September 1st of the school year of enrollment into kindergarten. In addition, the following circumstances are considered "good cause" and are acceptable conditions for a timeline waiver IF the change occurred AFTER March 1st:

- Change in family district of residence.
- Change in the marital status of the student's parents resulting in a change of residence.
- Adoption.
- Placement of the child in foster care resulting in a change of residence.
- Participation in a foreign exchange program
- Participation in a substance abuse or mental health treatment program resulting in a change of residence.
- Serious health need.
- Pervasive harassment.
- Failure of district negotiations to reorganization or rejection of proposed reorganization plan.
- Failure of district negotiations for whole grade sharing or rejection of whole grade sharing agreement.
- Loss of accreditation or revocation of a charter school contract.

If good cause is related to change in residence, open enrollment application must be filed within 45 days of the move. Applications can be obtained at the Administration Office. Questions can be addressed by stopping by or calling 712-246-1581.

Parents are responsible for transporting children open enrolled to another district. This applies to all students including those with an IEP. If the need for transportation as a related service is stated in the IEP, as a general rule, the parent is responsible for this obligation under open enrollment. If a child open enrolls to a district that is contiguous to the home district and the parents' income meets economic eligibility requirements, the family may receive a stipend for transportation or be provided transportation by the resident district.

Students who open enroll in grades 9 through 12 **shall not be eligible** to participate in **varsity** contests and competitions during the first 90 school days of the transfer.

Open Gym Policy

A member or associate member school may open its gym or athletic facilities for the purpose of making recreational activities available for all students or the community. Open gyms will be supervised by a school employee or someone 21 years or older and approved by the activities director. **Coaches and volunteer coaches should adhere to the "Contact Rule" as defined in Iowa Code 36.15(6).**

Shenandoah policy allows for any practices held on Sunday to run from 1:00-5:00PM.

Parent-Teacher Organizations (PTO)

Both buildings have Parent-Teacher Organizations (PTO). They work on a variety of fundraisers for the benefit of the students. Please contact a school secretary to be referred to a PTO officer.

K-8 PTO – meets the first Wednesday of each Month. The time of the meeting is posted each month in the parent newsletter.

High School PTO - meets as needed

PBIS – Positive Behavior Interventions and Supports

PBIS systems are used to support and develop positive student behaviors. Expected behavior in specific areas are defined for students, and needed skills are practiced and reinforced in classrooms, while positive behaviors are systematically reinforced and rewarded.

The elementary core principles are being respectful, responsible and safe. The middle school core principles are being respectful, responsible, and resilient. The high school core principles are positivity, respect and responsibility, integrity, determination, and excellence.

Physical Contact

Public displays of affection are not appropriate for the school environment and physical contact will not be allowed. Students who are caught engaging in physical displays of affection will have to serve a detention time assigned by the principal.

Physical Examinations, Dental Exams & Lead Screenings

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport. Students entering High School must have dental exams. Students entering Elementary are recommended to have a lead, dental, and vision screenings. For assistance, please contact Page County Department of Public Health at 712-850-1212.

Posting of Information

Students, parents or community members who wish to post or distribute information must receive permission from the principal before posting or distribution. This applies whether the information deals with school-sponsored or non-school sponsored activities. The principal can explain or answer questions regarding the school's rules on posting and distributing materials.

Post-Secondary Enrollment or Dual Credit Options

Iowa Code authorizes enrollment part-time in nonsectarian courses in eligible post-secondary institutions of higher learning in Iowa for students in grades 9-12 and TAG students. Students wishing to use this program must be proficient (41st percentile and above on Iowa Assessments).

Shenandoah High School shall grant high school academic credit if a student successfully completes a course as determined by the eligible institution. The responsibility for granting the amount of credits counting towards graduation remains with the Shenandoah Community School District.

Recess and Playground Rules

Elementary

For safety reasons, students are not to play on the playground before or after school. Students are to come directly into the building at the appropriate arrival time in the morning. 4th graders are allowed to go out to play on the playground before school with staff supervision only. At dismissal time, students are to leave school grounds by whatever means parents have indicated. Our playgrounds are open to public use, at your own risk, during non-school hours. Children should be adequately supervised.

Individual teachers and grade levels will plan 1-2 recess breaks each day depending on the age of the students. The exercise and fresh air are an important part of the day. Students go out unless the temperature or wind chill

is 15 degrees F or below, or it is raining, so please be sure your child has appropriate outerwear – coats, gloves, hats, boots, etc. Students go out to recess unless the heat index is 95 degrees F or higher. We have a lower elementary (K-2) and upper elementary (2-4) playground. Children are taken on a “tour” of the playground, shown the right/wrong ways to play on the equipment and the boundaries to stay within. Students must obey the adult supervising the playground and not just their classroom teacher. Horseplay, roughhousing, throwing snowballs, rocks, etc., are prohibited. We request that students not bring personal toys or other items to school.

General playground rules are:

- Keep hands and feet to self
- Follow rules and play safely
- Use equipment properly: swings, slides, climbers, seesaws, monorail, bouncers, balls, etc.
- Be respectful of others: kicking, pushing/shoving, hitting/punching, grabbing, biting, etc. are not tolerated
- Ask permission to leave the playground for any reason
- Accept feedback/consequences: back talking and arguing are not tolerated
- Inappropriate language: name calling and swearing are not tolerated

Severe Behavior

- Fighting or hurting others
- Not accepting feedback/consequences – being disrespectful of supervisor

Recess and playground privileges can be taken away for unsafe, inappropriate behavior. Students losing those privileges may have to stand/sit in an assigned, supervised spot during recess or report to a designated teacher.

School Day

Students may be present on school grounds more than 10 minutes before school starts and 10 minutes after school dismisses only when they are under the supervision of an employee or an extracurricular activity sponsor. Students may arrive earlier if they are eating breakfast (served from 7:30-7:55) or special arrangements have been made with a teacher. Bus students enter the building when they arrive and will be directed to a supervised area. If school is dismissed early, students are to be picked up at dismissal time. Please be prepared for weather-related early dismissals so someone will be available to pick up your child.

School Fees

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced-price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or students who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents of students who believe they may qualify for temporary financial hardship should contact any school secretary for a waiver form. This waiver does not carry over from year to year and must be completed annually. The current textbook fee is \$50.00 per student.

School Counseling Program

The school counselors are available to all students. The school counselors will see students by self-referral, or by teacher and/or parent referral. Working with teachers, administrators, and parents, the school counselors encourage a student’s academic, career, and personal-social growth.

School Library

JK-8

The school library is available to students during school hours. The library is a place for study, research, reading, and working on assigned projects. Students are expected to follow library policies.

Check-out Procedure – Books are checked out for two weeks and may be renewed for an additional two weeks. Books must be brought to the library for renewal. Equipment (cameras) may be checked out over night with the permission of the classroom teacher.

Overdue Policy – Individual overdue notices are given to students weekly. There are no fines for overdue books. However, fines will be assessed for lost or damaged library materials and equipment. The fine will be the replacement cost of the item. A student may not checkout library materials if he/she has an unpaid fine or overdue material.

High School

Students are expected to follow the guidelines posted in the library. Students may be asked to leave if disruptive behavior continues.

Books are checked out for a period of two weeks and may be renewed unless other students need them for a class activity. Equipment (cameras) and books placed on reserve by teachers may be checked out for overnight. Nooks are available for student use.

Overdue policy – Overdue and fine notices are given to students in homeroom or other class.

Fines for overdue materials: books are \$.10 per day; equipment and reserve books are \$.50 per day; laptop computers are \$9.00 per day. Students with a fine of more than \$.50 may not check out books until the book is returned and the fine paid. If a student has lost a book, the student must pay for the replacement. Nooks will not be renewed. Late fees for a Nook is \$1.00 per day. Damaged or lost Nooks will result in a replacement charge to the student in the amount of \$150.00.

School Nurse

The district has two school nurses. One nurse is housed at the JK-8 building and the other nurse at the high school. The nurse keeps confidential records on each student, may conduct vision and hearing tests and encourages dental check-ups. She also assists classroom teachers in matters of health education and may make home visits concerning health problems.

School Parties

The school observes holidays throughout the school year. Students who do not wish to participate in these celebrations or activities may be excused or an alternative activity will be available to the student at the parent request.

School Permits or a Minor School License

Eligibility for school permits is determined by the superintendent. Students must reside at least one mile from the high school.

The Board of Education has approved the following exceptions to the rule:

- The most direct route to and from school is deemed unsafe or has road construction that is anticipated for an extended period of time.
- Parent work hours are consistently scheduled at a time that interferes with the student attending school or participating in school-sponsored activities unless the student is permitted to drive.
- Either the student or parent have a medical need or physical disability that interferes with the student attending school or participating in school-sponsored activities unless the student is permitted to drive.

School Property

Students are expected to take care of school property including desks, chairs, books, lockers, computers, and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

School-Sponsored Student Organizations

School-sponsored student organizations are those which are recognized by the school district and Board of Education. Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of the school district policies, rules or regulations.

School Supplies

Supply lists for JK-4 are posted in businesses that supply them. Supply lists will be provided at registration and on the school website or parents can pick them up in the school office at any time.

Senior Year Plus

Chapter 281--22 of Iowa Code

Advanced Placement (AP) Courses

Advanced Placement (AP) courses are college-level courses offered by high schools. The courses, curriculum requirements, and optional tests are provided by The College Board. Based on the examination score and the postsecondary institution's policies, students may be eligible for college credit or advanced standing at the college or university they later matriculate.

The district offers several AP courses to its students. Courses may be offered by district instructors, another school district, or through the Iowa Online Advanced Placement Academy. The district will provide descriptions of the AP courses available in the high school course handbook. It is the responsibility of the school district to establish the prerequisite coursework for each AP course offered and prerequisites will be stated with the course description in the course handbook. AP courses will be made available to dually enrolled students under competent private instruction, as long as they meet the same requirements as a regularly enrolled student in the district. The district requires all students enrolled in an AP course to take the AP examination. The district pays the examination fee. Any student not wanting to sit for the AP examination, must get prior approval from the principal.

Post-Secondary Enrollment Options (PSEO)

The Postsecondary Enrollment Options Act was enacted in 1987 to promote rigorous academic pursuits by providing high school students access to enroll part-time in nonsectarian courses in eligible postsecondary institutions. Now offered through Senior Year Plus, the program is available to eligible juniors and seniors as well as freshmen and sophomores who are identified as gifted and talented according to the school district's criteria and procedures.

Concurrent Enrollment

The concurrent enrollment program, also known as district-to-community college sharing, promotes rigorous academic or career and technical pursuits by providing opportunities for high school students to enroll part-time in eligible nonsectarian courses at or through community colleges. Per Senior Year Plus, concurrent enrollment courses are offered through contractual agreements between community colleges and school districts within their service area.

The program will be available to all eligible students in grades 9 through 12. A student receiving competent private instruction may access the program through the school district in which the student is dually enrolled and may enroll in the same number of concurrent enrollment courses as a regularly enrolled student of the district. A student cannot take a college course that is defined as comparable, as determined by the school board, to a course offered by the high school. The school board will annually approve courses to be made available for high school credit using locally developed criteria. The school board will also decide the number of high school credits that will be granted to a student who successfully completes a course. A registration form will be completed by the student with scheduled time of the course(s). Parents and students will be required to sign an acknowledgement regarding consequences of failing the class(es). The district will not charge tuition to any students who take concurrent enrollment courses during the school year.

The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college or state university. The school district does not pay for the costs of summer school classes. Summer school classes however are eligible for credit.

The district has a contract with IWCC to offer concurrent enrollment.

Career Academies

Career academies are programs of study offered to high school students through an agreement or contract between their high school and a community college. They bridge high school and community college CTE programs.

The district does not currently have a contract with a community college for a career academy.

Eligibility

All Senior Year Plus programs where postsecondary credit is offered, are subject to eligibility requirements. The student must meet the enrollment requirements of the postsecondary institution providing course credit, must meet or exceed the minimum performance measures on any academic assessments that may be required by the postsecondary institution, and have taken the appropriate prerequisites, if any. The student must demonstrate proficiency in the content areas of reading, mathematics, and science as evidenced by achievement scores on the most recent state standardized test.

Sharing Time

Elementary

Individual teachers will inform you of “sharing time” procedures and guidelines for their classroom. For health and safety reasons, animals are not permitted in classrooms without prior approval from the school. Many people have allergies that may be triggered by the presence of animals. Live animals will not be allowed in school district facilities except under special circumstances and must be present for an educational purpose. Permission from the principal and teacher will be required of anyone wishing to bring an animal into the school. The person bringing the animal must furnish transportation for the animal. Animals will not be allowed to travel to and from school on the school bus. It shall be the responsibility of the principal to determine appropriate supervision of animals in the classroom.

Special Programs

English Language Learners: Special arrangements are made as needed to provide additional assistance to children whose primary language is other than English. The district employs a part-time instructor. Interpreters are provided as needed.

Title I Reading: Qualifying students receive skill interventions in small group instruction in addition to the regular reading program provided in the classroom.

Special Education: The district provides a variety of programs for students with special needs with proper diagnosis and identification, beginning as early as three years of age. Services will vary, depending on the age of the student and the program as determined by each Individual Education Plan (IEP).

Talented and Gifted (TAG): In a society that seeks to offer educational opportunities appropriate to each child’s ability, the Shenandoah Schools make provisions for the unique needs of the talented and gifted. Such children are those who demonstrate achievement or potential ability, or both, in the areas of general thinking, creative thinking, leadership, visual and performing arts, or specific aptitude. The TAG program also provides assistance in regular classrooms as time and circumstances permit.

Junior Kindergarten (JK): This program is recommended to parents based on Kindergarten Roundup, preschool and parent information. JK is appropriate for students that are of age to attend Kindergarten but not ready developmentally.

Preschool: Our preschool is an integrated early childhood special education program. Curriculum is customized to meet students at their skill-level and prepare them for the next phase of their education.

Flex Ed Centers: The Middle School and High School each offer a Flexible Education Center which allows students an alternative setting to complete their annual and graduation requirements.

Standardized Tests

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law. Students are

tested unless, in rare cases, they are excused by the principal or qualify for alternative assessment. The Iowa Statewide Assessments of Student Progress are given to all students in grades 3-11.

Student Assistance Team

The Student Assistance Team (SAT) is a school-based problem-solving group of staff members who assist with the educational, physical, social, emotional, behavioral and other individual needs of students. The team meets to provide additional support to students who are experiencing difficulty in our educational environment. The team, for a student, examines the needs, develops and recommends appropriate intervention strategies, and reviews the effectiveness of those strategies. This team coordinates the structure that assists students, families, and teachers, in seeking positive solutions for maximizing student potential. The SAT focuses in-depth on one student at a time.

Student Complaints

Student complaints and grievances regarding Board Policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the Board of Education to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within ten (10) days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within ten (10) days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled school board meeting in compliance with Board Policy. It is at the Board President's discretion to determine whether or not the item will be placed on the agenda.

Student Council

These organizations provide for student activities, serve as a training experience for student leaders, give students a share in the management of the school, develop high ideals of personal conduct, act as a clearinghouse for student activities, seek to interest students in school district affairs and help solve problems that may arise. Members of the councils are student representatives who have direct access to the administration.

Student Funds and Fund Raising

Students may raise funds for school activities upon approval of an administrator at least 2 weeks prior to the fundraising event or the start of a fundraising campaign. Funds raised remain in the control of the school district and the Board of Education. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Students should not solicit funds from teachers, employees, or other students during the school day.

Student Lockers and Desks

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. In some instances, students may be required to share a locker or desk. Students at the high school are not to trade or share lockers. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. Lockers are to be kept closed when not in use. No signs or items may be attached to the outside of the locker. If something is found on the outside of a locker, it will be removed by school personnel and discarded. The expenses to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in assuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered

during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable suspicion that the contents contain illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible. **The school district has the right to use a drug dog to assist in their search both inside the school building as well as parking lots.**

Students are encouraged not to leave valuables or money in their lockers and/or desks and to keep the locker locked. High School - Students are encouraged to put a padlock on their hall locker and PE locker. Locks can be checked out from the High School office. The school is not responsible for loss of student property at school.

Student Publications

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy. The school district, the Board of Education and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or Board of Education have interfered with or altered the content of the student speech or expression.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material which is:

obscene; libelous; slanderous; or encourages students to: commit unlawful acts; violate school district policies, rules or regulations; cause the material and substantial disruption of the orderly and efficient operation of the school or school activity; disrupt or interfere with the education program; interrupt the maintenance of a disciplined atmosphere; or infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure outlined in this handbook.

Student Searches

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school-owned lockers and desks may be searched or inspected. A search of a student will be justified if there are reasonable grounds that the search will turn up evidence of a student violation of the law or school district policy, rules, or regulations affecting school order. Reasonable suspicion may be formed by considering factors such as the following: eyewitness observations by employees; information received from reliable sources; suspicious behavior by the student; the student's past history and school record, although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following: the age of the student; the sex of the student; the nature of the infraction; the emergency requiring the search without delay.

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations, or the law affecting school order.

Personally intrusive searches will require more compelling circumstances to be considered reasonable. If a pat-down search or a search of a person's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's body,

handbags, book bags, etc., is permissible in emergency situations when the health and safety of student, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Success Room

The Elementary and Middle School Success Rooms serve the purpose of helping students make positive behavior choices. At times when students need a brief break, or intervention to help them turn behaviors to more positive and classroom appropriate behaviors, students may go to the Success Room to work with Success Team members in an effort to improve choices. Success team members use a variety of intervention strategies to help students make positive choices.

Tardy

When a student will be late arriving to school, parents should contact the school office as soon as possible. A tardy may be considered to excused or unexcused. A tardy due to inclement weather will be reviewed on a case-by-case basis.

JK-8

Students are expected to be at school on time. Children are considered tardy if they are not present at the time school is scheduled to begin. If students arrive late, they need to report to the office to check in before going to class. This is recorded on report cards and permanent records. However, for perfect attendance recognition at semester and at the end of the year, students must be present 100% of the time. That means not leaving early or arriving late for any reason.

If a student is more than 10 minutes late to school or class and the tardy is unexcused, they will be counted absent and may be given a discipline consequence.

Middle School

Students are expected to be at school on time. If students arrive at school late, they need to report to the office to check in before going to class. The building administrator will administer discipline consequences for coming to school late. The first three tardies will be warnings. The fourth and subsequent tardy, the building administrator will administer discipline consequences.

Students are expected to be in class on time. Students who arrive late to a class must have a pass from the teacher or staff member who caused them to be late. If the student arrives late without a pass, they will be counted tardy and may be given a consequence from the classroom teacher. After four or more classroom tardies, an office referral may be issued.

High School

Students are expected to be at school on time. If students arrive to school late, they need to report to the office to check in before going to class. If a student is more than 10 minutes late to school and the tardy is unexcused, they will be counted absent and may be given a discipline consequence.

Students arriving tardy to any class period will be counted as tardy. After the third tardy, students may be provided disciplinary action. Tardy excessiveness deemed by administration with general guidelines listed below under 'Family Involvement' could involve attendance cooperation meetings, home visits, attendance contracts, or potentially county attorney involvement along with administrative disciplinary action.

Family/Parent Involvement

5 Days Tardy – A letter will be sent to the parent addressing the tardies. A home visit may be made by school personnel.

10 Days Tardy – An “Attendance Cooperation” meeting will be scheduled with parents and school interventionist. *

15 Days Tardy – The school district will request a mediation meeting with parents, student, administration, and school interventionist. **

20 or more Days Tardy – A letter will be sent to the County Attorney notifying them of attendance concern.

*If a student has had two “Attendance Cooperation” meetings and is tardy for 10 days a third year, they will be moved to mediation without an additional “Attendance Cooperation” meeting or being tardy for 15 days or more.

**Mediation plans will follow the student from year-to-year. The first violation of a truancy mediation agreement or refusal to participate in a mediation agreement is a simple misdemeanor. The second violation is a serious misdemeanor. The third and subsequent violations are also a serious misdemeanor. Each violation can be punishable by jail time, fines, and unpaid community service.

Technology Policy and Rules

Overview

The primary goal of the Shenandoah Community School District’s (SCSD) technology is to enrich the learning that takes place in and out of the classroom. Because technology is a vital part of the school district curriculum, use of technology and the Internet will be expected of students. Student access to technology and the Internet allows for effective research, resource sharing, problem solving, innovation, communication and collaboration.

Equipment

All students will have opportunities to use a variety of district technologies at school. Any technology provided to students for use inside or outside of school must be returned in the same condition as issued. The district keeps inventory of all technology assigned to specific students.

Technology Resources

All technology resources provided for student use are owned by SCSD. Technology resources refers to all aspects of the school’s owned or leased equipment, including computers, tablets, printers, scanners and other peripherals; as well as e-mail, Internet services, servers, local network files or folders, and all other technology-related equipment and services. This includes any use of the school’s technology resources whether this access occurs while on or off campus.

SCSD prioritizes and teaches student “digital citizenship” and acceptable standards of online behavior. All Internet usage is filtered and monitored by the school district, even if the device is not at school. However, the best filtering software in the world cannot match the combination of education and supervision at school and home.

District staff may collect and/or inspect the technology at any time, directly or by remote access. District staff will be responsible for updates and maintenance to technology as needed.

All student data created or managed by school technology is considered district property and may be inspected at any time. Students are responsible for filing, organizing, and backing up data. SCSD is not responsible for any misplacement or loss of data.

General Technology Rules

Students will:

- Care for all school devices used;
- Use any bags/carrying cases provided;
- Be responsible and caring (not abusive) of district devices;
- Report any damage to technology immediately;
- Access the system for educational purposes only;
- Use appropriate language and be respectful of others;
- Observe and respect license and copyright agreements;

- Keep passwords and personal information confidential; and
- Follow the Technology Policy and Rules with all devices brought from home and connected to the district's network.

Students may not use network resources:

- To create, send, share, access, or download material which is abusive, hateful, threatening, harassing, or sexually explicit;
- To reveal or share student names, telephone numbers, and addresses;
- To download, stream, or listen to Internet-based music, video, or large image files not for school work, as this slows the performance of the network for all users;
- To alter, add, or delete any files that affect the usability or configuration of a school device;
- Attempt to alter any district network or server configuration;
- To do projects for personal profit outside of assigned school work;
- To conduct any illegal or immoral activity;
- To access the data or accounts of another user;
- To create or post videos or photographs of staff or students without their consent or knowledge;
- To post anonymous messages;
- To use school issued email accounts for personal use;
- To forward email commonly known as "SPAM", Unsolicited Commercial Email (UCE), or "junk email;" and
- To use social media during class unless approved by the teacher for academic purposes.

Discipline

Any student who violates the rules and expectations relative to these policies will be subject to disciplinary action. The consequence for violation will vary based on the degree of misuse. Possible consequences include:

- Written warning documented in the student information system
- Detention
- In-School or Out-of-School Suspension
- Revocation of network/Internet privileges
- Three-week suspension of network/Internet privileges
- Nine-week suspension of network/Internet privileges
- Suspension of network/Internet privileges for the remainder of the school year
- Revocation of all technology use
- Expulsion from school
- Involvement of local law enforcement
- Financial restitution for damage

Student Assigned Device Rules (Grades 5-12)

Technology Boot Camp

Before being allowed to take device home, students and parents will be required to attend a Shenandoah Schools Technology Boot Camp, a training for the purpose of communicating additional technology rules and policies while device is off campus.

Device Use in Classrooms

Students will be required to take their Devices to every class, unless told differently by the teacher for that specific day. When the computer is not being used in class, it is to be stored in the carrying case.

Device Storage and Charging

Devices are stored and charged in homerooms. Students are responsible for picking up their assigned device from their homeroom at the beginning of the day. Normally, student assigned devices will have enough battery power to last through the entire school day without additional charging. Students are responsible for plugging in and storing their assigned device in their homeroom at the end of each school day. Homeroom teachers will establish more detailed procedures for the check-in/check-out processes.

If students take devices home, it is the student's responsibility to have their device charged each day when they arrive at school. It is the student's responsibility to maintain the charger. The student/parent will replace lost or damaged chargers.

Student Internet Usage

Shenandoah Community School District prioritizes and teaches student "digital citizenship" and acceptable standards of online behavior. All Internet usage on district devices is filtered and monitored by the school district even if the device is not at school; however, the best filtering software in the world cannot match the combination of education and supervision at school and home.

Device Care

- Treat district devices with as much (if not more) care than if it were your own property.
- When not in use, devices are to be stored in the provided bag.
- Keep the device compartment of the bag clean and reserved for the device.
- At school, during non-class time, the device and bag should be secured in the student's locker, not in a locker room.
- When walking around between classes, devices should be closed and stored in the bag.
- When/if devices are taken out of the school, store in a safe place.
- Avoid leaving devices where they could be easily taken or damaged.
- Hot or cold vehicles are not good places for electronic devices.
- Device cleaning should be done carefully. Use a soft, dry lint-free cloth when cleaning devices. If necessary, the cloth may be dampened slightly. Never use chemical cleaning products. Feel free to ask for help if more thorough cleaning is required.
- Do not do anything to the device that will permanently alter it in any way.
- Avoid putting stickers or using any type of markers on the device.
- Do not attempt to remove or change the physical structure of the device, including the keys, screen, or casing. If these actions are taken, families will be responsible for 100 percent of the repair or replacement cost.
- Keep devices away from food and drink.
- Report any technical problems with devices to your classroom teacher.
- Use only devices assigned to you, and don't let others use it.
- Do not remove or interfere with the serial number or any identification placed on the computer. Remove the device from the bag when charging. Ensure the device has air circulation while charging.

Computer Damages

If a computer is damaged, the student must notify the school immediately. If the student damages a computer due to negligence, the student/student's family is responsible for paying repair costs according to the scale below.

SCSD reserves the right to charge the student/student's family the full cost for repair or replacement when damage occurs due to gross negligence as determined by administration. Examples of gross negligence include, but are not limited to leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured computer while at school including: lending equipment to other persons; using equipment in an unsafe environment; and using the equipment in an unsafe manner.

A student who does not have a computer due to damage will be assigned a loaner device, if available, until their assigned device is repaired.

If the computer charger or computer bag is damaged or lost, the student is responsible for replacing it.

The administration has the authority to waive a fine if the cause of damage or loss is judged to be beyond the student's control. In the event that an individual intentionally damages another student's assigned device, responsibility for repair may shift to the individual causing the damage to the device.

Damage Scale

Students are responsible for district devices while in their possession. In the event of non-preventable damage to the computer that was not due to a machine defect, the device's responsible student/family will be held responsible for the repair cost for damages or replacements that are not covered by the district's equipment breakdown insurance share in the actual repair cost for damages.

Average cost for common repairs listed below:

- ~~Display/screen/LCD—\$160~~
- ~~Charging jack—\$20~~
- ~~Loss of charger—\$35~~
- ~~Touch pad—\$80~~
- ~~Keyboard—\$80~~
- ~~Motherboard—\$130~~
- ~~Damage to case—\$30-\$95~~
- Stylus pen—\$40

Chargers (\$35) and stylus pens (\$40) are examples of items not covered by equipment breakdown insurance.

In the event that the student intentionally damages any device, the student/family will be held responsible for the entire cost of replacing the device. ~~Total cost of device—\$320.00~~The unit cost for replacement is approximately \$200.

Computer Loss

Students are responsible for district devices while in their possession. In the event that students lose a district device in their possession, the student/family will be billed for the entire cost to replace the device. The administration has the authority to waive a fine if the cause of damage or loss is judged to be beyond the student's control. In the event that an individual intentionally damages or steals another student's assigned device, responsibility for repair may shift to the individual causing the damage to the device.

Computers that are lost, stolen, or vandalized need to be reported to the school office immediately.

If a computer is lost, stolen or vandalized, the parent may file a police report.

NEVER bring your computer to the locker rooms. It is safest to keep them secured in the locker assigned to you.

Device Personalization

Only the District's Technology Director or designee can install programs and apps to student devices.

Students may personalize settings on assigned devices in ways that are appropriate and do not violate any school policies. This would include things like font size and wallpaper.

Stickers and other markings on the outside of the computer will not be allowed.

Student Printer Use

Assigned student devices will not have printing capability. If it is necessary to print documents created on these devices, share the document with a teacher and have them print from their device.

Shenandoah Community School District (SCSD) Technology Agreement

Parent/Guardian

I (print name) _____ have read and understand the SCSD Technology Policy and Rules.

Parent Signature _____ Date _____

Student

I (print name) _____ have read and understand the SCSD Technology Policy and Rules.

Student Signature _____ Date _____

Telephone Use During the School Day

Students receiving telephone calls during school hours will have a message taken and given to the student during a passing period. Only in emergency situations are students removed from class or another school activity to receive a telephone call.

Students needing to make telephone calls from school should secure the permission of a teacher or staff member and use a classroom or common area telephone. The telephone in the office is a business telephone and should only be used by students in emergency situations.

See Electronic Devices for policy about cell phones.

Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, employees, visitors, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior; the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

Title I – Parent Involvement Policy

Parent involvement is a vital part of the Title I program. At the district level, it is the policy of the Shenandoah Community School District that parents of all participating children have the opportunity to be involved, for the purpose of school improvement, in the review and evaluation of the district plan. The district provides coordination, technical assistance and other necessary support in the planning and implementation of parent involvement activities. The district encourages parent involvement and supports the partnership between home/school/community by providing understandable information about standards and assessments; providing training and materials for parents to help their children and to involve other parents; educating school personnel about involving parents and the values of parent contributions; and developing meaningful roles for community organizations and businesses to work with parents and schools.

Transportation

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Students utilizing school transportation will conduct themselves in an orderly manner fitting to their age level and maturity with mutual respect and consideration for the rights of the school vehicle driver and the other passengers. Students who fail to behave in an orderly manner will be subject to disciplinary measures up to an including being removed or suspended from riding the bus.

The Board of Education supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, Board Policy and administrative regulations.

All persons riding in school district vehicles will adhere to the following rules. The driver, sponsor or chaperones are to follow the school bus discipline procedure for student violations of this policy. Video cameras may be in operation on the school buses.

- Bus riders will be at the designated loading point before the bus arrival time.
- Bus riders will wait until the bus comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- All bus riders will load and unload through the right front door. The emergency door is for emergencies only.
- A bus rider will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
- A rider may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all buses for bus riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
- The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Students will assist in looking after the safety and comfort of younger students.
- A bus rider who must cross the roadway to board or depart from the bus will pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Students will not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Students will keep feet off the seats.
- Roughhousing in the vehicle is prohibited.
- Students will refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-alike substances is prohibited in the vehicle.
- The Good Conduct Rule is in effect.

Consequences:

1st Offense – Verbal warning

2nd Offense – Verbal warning and parents will be notified

3rd Offense – Removal from the bus for a minimum of 1 week and parents will be notified.

More serious offenses can result in immediate removal from the bus for a period of time to be determined by the transportation director and the principal.

Athletic Contest Transportation

Teams will be transported to and from contests by school bus or school-provided transportation.

1. Athletes will ride to and from athletic contests in the assigned team vehicle.
2. Students may return from a contest with their parents if the parent signs the student out on the coaches' sign-off form. Parents may also request their student ride home with a teammate's parents by contacting (either in writing or verbally) the AD prior to the contest.
3. There may be special circumstances that arise in which a participant may be granted permission to deviate from the travel regulations. These occurrences will be judged on individual merit and kept to a minimum by the administration.
4. The administration will make the decision to allow special travel arrangements. In the event that an administrator is not present the varsity head coach may allow a student only to ride home from a contest with his/her parent or parent of a teammate.

5. All head coaches should establish bus departure times for their season and submit to the athletic director. The bus times will all be consolidated and forwarded to the Transportation Director.
6. The coach is responsible for the conduct of team members riding in team vehicles. At least one coach must ride the team bus to and from all contests.
7. Cheerleaders will be transported on the team bus to out of town games unless prior arrangements have been made with the athletic director.

Use of School District Facilities by Student Organizations

School district facilities are available during non-school hours to school-sponsored and non-school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor or the principal to reserve a room. School district policies, rules and regulations are in effect during these meetings.

Visitors/Guests

Visitors to school grounds must check in at the principal's office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit. Visitors will be held to the same standards of behavior as any student.

Students not enrolled in the Shenandoah Schools are not allowed to be on the premises without permission from the principal. High school students should not be in the K-8 building on days when the high school is not in session or after the High School dismissal time unless they have permission from the principal.

ZERO Hour

At Shenandoah High School specified courses are extended into an additional period of time called 'ZERO Hour'. This class time runs from 7:00AM – 7:47AM. Students scheduled fall under the same attendance guidelines and will earn credit as with any other class. The intention of ZERO Hour is to extend course offerings to students and to provide a flexible time to expand our curriculum offerings. Students will have from 7:47AM – 8:00AM to eat breakfast before beginning the routine 8:00AM scheduled start time.

Title I Parent Compact**As a Student I Will:**

Respect myself, other students, my parents, teachers, school staff, and principal;
Always try to do my best in my work and behavior;
Follow rules at school:
Come to school with my supplies and completed homework; and
Show respect for school equipment and materials

Student Signature:

As a Parent/Guardian I Will:

Respect and support my child, staff and the school;
Support the rules and policies and of Shenandoah CSD;
Establish a time and quiet place for my child to do homework and review homework for completion;
See that my child attends school daily and arrives on time;
Read with my child and let my child see me read; and
Talk with my child about his/her school day.

Parent/Guardian Signature:

As a Teacher(s) I Will:

Respect and support students, parents, staff, and the school;
Support the rules and policies and of Shenandoah CSD;
Encourage each child to do his/her personal best;
Provide a safe, drug-free, positive, and healthy learning environment;
Share information regarding each child's needs and progress;
Involve parents with school and their child's education

Teacher Signature:

As a Principal I Will:

Respect and support students, parents, staff, and the school;
Support the rules and policies and of Shenandoah CSD;
Provide a safe, drug-free, positive, and healthy learning environment;
Maintain open lines of communication;
Encourage parents to be partners in education

Principal Signature:

Shenandoah Community School District



Excellence in Every Endeavor

www.shencsd.com

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304 W. Nishna Rd.
Shenandoah, IA 51601
712-246-1581

Jr. Kindergarten - 8th Grade
601 Dr. Creighton Cir.
Shenandoah, IA 51601
712-246-2520

High School
1000 Mustang Dr.
Shenandoah, IA 51601
712-246-4727

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Welcome to Shenandoah Preschool ~~(QPPS 10.1)~~

Shenandoah Community School District has a fully inclusive preschool program. The program's goal is to provide a high-quality preschool program meeting each child's needs, including children with disabilities and those from a diverse background. The preschool provides a rich learning environment that encourages children's natural curiosity and supports them to take risks that lead to new skill development. It is a setting where children feel safe, respected, and cared for. This is an opportunity for three and four-year-old children to take part in planned, active learning experiences to build their foundational skills. This program also serves children on individualized education plans (IEP) that are transitioning from Early Access Services into the public-school system. The preschool program has adopted and meets the Iowa Quality Preschool Program Standards, administered by the Iowa Department of Education. The Iowa Early Learning Standards are used to guide expectations for the children and instructional practices. The IGDIs, GOLD, and C4L Assessments are used as tools to align all curriculum, instruction, and assessment.

Definitions

In this handbook, the word "parent" also means "legal guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school owned or school operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or activity, or whether they are held on or off school grounds.

Mission, Vision, and Student Goals

~~(QPPS 10.1)~~

Mission Statement

The Shenandoah Community School District, in partnership with parents and the community, will provide an educational environment that maximizes each student's potential to meet the challenges of an ever-changing world.

Vision Statement

It is the vision of the Shenandoah Schools, in partnership with the community that we provide: students the tools to become responsible, successful citizens and lifelong learners in an ever-changing world; a safe and caring environment that ensures the dignity of all; opportunities that stretch student and staff capabilities; and school staff that are focused and visionary, collaborative and empowered to make knowledgeable decisions.

Student Goals

- . Students will listen for information and respond effectively. (Follow directions, limits & expectations)
- . Students will use math skills to solve problems encountered as consumers and workers. (Connect numerals with quantities, 1:1 correspondence, quantifies numbers, and understands attributes)
- . Students will apply technology to gather and use information in real situations.
- . Students will write clearly to express their own ideas and to convey information to an audience.
- . Students will reason to logically solve problems, make decisions, and resolve conflicts. (Manages feelings, interacts with peers, solves social problems)
- . Students will speak and read to clearly express their own ideas and to communicate information using language that is appropriate for the audience. (Letters, sounds, words and ideas)
- . Students will demonstrate study skills needed to be independent, lifelong learners. (Take care of own needs, attends and engages)
- . Students will experience and recognize the value of the fine arts.

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- . Students will make choices leading to continuous personal growth and responsible, healthy lifestyles. (Take care of own needs)
- . Students will use visual communication to express and interpret ideas. (Respond to emotional cues)
- . Students will recognize the need to tolerate and cooperate with others in order to maintain harmony in their lives. (Balances needs of self and others)
- ~~. Students will apply scientific concepts to understand self, world and universe~~

Enrollment

Eligibility

Shenandoah Schools Preschool offers programs for 3-year-olds and 4-year-olds. Their program is based on their birthdate.

Children must be three years of age on or before September 15th of the current school year to participate in the 3-year-old programming. Children must be four years of age on or before September 15th of the current school year to participate in the 4-year-old programming. Interested families requesting to enroll their child in the preschool program may call the elementary office at 712-246-2520.

Pre-registration will begin in the spring prior to the start of the school year. Please contact the ~~elementary-preschool~~ office for registration information at 712-246-~~15812520~~.

Attendance

Regular attendance is mandatory for all Preschool students. Additionally, if your child is on an Individualized Education Plan (IEP), attendance ensures she/he receives the services mandated.

If your child is going to be absent, please call the preschool office at 712-246-1581. Iowa Code, Chapter 299, covers compulsory attendance for preschool age students. Students who have excessive attendance concerns will follow the district's attendance policy (see below for guidance).

If your child is late to school, the student needs to check in at the office. Students are considered late immediately following the start time of class.

The days referred to below refer to total days missed or total tardies for a student. Exceptions will be made for approved, long-term absences. Absences are approved by the school administrator.

1 Day Absent – If the parent does not report a student absent, school personnel will call to confirm the absence and the child's safety. If no phone contact is made, the school interventionist may make a home visit. If contact was not made by the school regarding an absence, a note should be sent or a telephone call made at the time of the child's return to school giving the reason for the absence. Any absence which occurs without parental knowledge will be classified as truancy. Parents will be notified when a student is truant from school. If a student is absent 3 or more consecutive days, the school may require a doctor's statement confirming the illness.

7 Days Absent/Tardy – A letter will be sent to the parent/guardian addressing the absences. A home visit may be made by school personnel.

10 Days Absent/Tardy – An Attendance Cooperation meeting will be scheduled.

Tuition

3-year-old program ~~3 days/week~~: \$60.00/month

4-year-old program: tuition free

*Tuition is due on the 5th of each month, September through May. If the 5th falls on a weekend or school break, tuition is due the next regularly scheduled day of school.

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September 7, October 5, November 5, December 6, January 5, February 6, March 7, April 5, May 5

*Three-year-old programming may be eligible for tuition assistance. Please contact the preschool office for more information.

*Four-year-old programming is tuition free due to state allocation for four-year-old programming.

Hours/Days

3-year-old program

- ~~Session A: Mondays and Thursdays, 10:00am-2:30pm, Wednesdays, Fridays 8:00am-11:00am~~
- ~~Session B: Mondays, Tuesdays and Thursdays, Fridays 12:15pm-2:30pm~~

4-year-old program: ~~Monday-Friday 8:00am-2:30pm (early out every Wednesday at 12:30pm - 2 hour early dismissal)~~

- ~~All classes: Monday-Friday~~

The school district will provide a yearly academic calendar. The preschool programs are on the same schedule as the district calendar.

- ~~Preschool will participate in early out Wednesdays per district calendar~~
 - ~~4 year old preschool participates in 2 hour early dismissal; dismissing at 12:30pm.~~

Preschool Professional Learning Schedule; no preschool these days:

- ~~October 18-19, January 26-27, April 8~~

~~There will be five days that preschool is not in session when K-12 grades are in session. This is for teacher training out of district. These dates are: September 21, 22, December 9, 10, March 31.~~

Breakfast and lunch are served daily for 3 and 4-year-old programs. This is provided free for all students through nutrition grants.

After School Care

After school care is provided for students on days they attend preschool and follows the district calendar. After school care immediately follows school dismissal. After school care closes at 5:15pm. After school care is held on campus at the Logan Preschool. Contracts will be offered during school registration and/or when a new student attends preschool. Contract options include \$10/day for Monday, Tuesday, Thursday, and Friday; \$15 for Wednesday. Contracts are renewed quarterly on the following dates:

- August 16, 2021
- October 11, 2021
- December 13, 2021
- February 28, 2021

Transportation

Transportation is ~~provided available~~ to preschool students. The school district will offer town stops and country stops. An adult ~~may ride~~ the bus with the preschool students and driver. Transportation arrangements are made through the transportation department during the district registration process. To request transportation services, contact Holly Scherff at (712) 246-2815 or Jon Weinrich at (712) 246-4727.

General Information (QPPS 3.9, 5.1, 10.4)

Prior to participating in the program, health records that document the dates of service shall be submitted that show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the American Academy of Pediatrics. These health records include birth certificate, up-to-date immunizations, lead and dental screenings.

~~The maximum class size in each session is based on square footage of the current location.~~

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- Our programs maintain a ratio of 1 adult to 8 children for 3-year-old programs and 1 adult to 10 children for 4-year-old programs. Additional staff may be provided based on the individual needs of children.
- Classroom student numbers will not exceed 20 and the number of children allowed is based on usable square footage.
- Each classroom has a licensed/certified early childhood teacher.
- All children will be within "line of sight" of adults both indoors and outdoors unless toileting.
- When toileting, students will be monitored by sound and checked visually when necessary.
- First Aid Kits are available for use in the classroom at all times.
- Adult-student ratios are maintained on field trips.
- The Director of Special Programs will maintain a current list of available substitutes for both the teacher and associates. Should one of the teaching staff need to temporarily leave the room, arrangements will be made to cover the classroom to maintain the staff-child ratio. **QPPS-10.4**

Inclusion

The preschool program includes all children, including those with disabilities and unique learning needs. Modifications are made in the environment and staffing patterns in order to include children with special needs. Staff members are aware of the identified needs of individual children and are trained to follow through on specific intervention plans. It is our belief that inclusion in our program will enrich the experience for teachers, students, other children and their families. The preschool facilities meet the Americans with Disabilities Act accessibility requirements. **QPPS-9.10**

A Preschool Day (QPPS-10.3, 10.10, 6.3, 6.4)

Who Works In the Preschool

Program Administrator – The Director of Special Programs is designated as the program administrator supervising the preschool program. The administrator meets all qualifications described in the Iowa Quality Preschool Program Standards. **QPPS-10.3**

Teacher – A full-time teacher licensed by the Iowa Board of Educational Examiners and holding an Early Childhood endorsement is assigned to the preschool programs. **QPPS-6.3**

Teacher Assistant/Paraeducator – A full-time teacher assistant in the classroom carries out activities under the supervision of the teacher. The teacher assistant will have specialized training. **QPPS-6.4**

School Nurse – The preschool will have the assistance of the school nurse. She attends to the health needs of the students while they are at school. She is available for parent consultation when necessary. **QPPS-10.10**

Support Staff – Green Hills Area Education Agency support staff provide resources and assistance to the teacher and classroom upon request to help all children be successful in the preschool setting. Such staff may include: early childhood consultant, speech and language pathologist, occupational therapist, physical therapist, school psychologist, and others.

Daily Activities (QPPS-4.10)

A consistent daily schedule is planned to offer a balance of learning activities. Learning is both formal and informal. Play is planned for every day. Listening is balanced with talking, group activities with solitary time, indoors with outdoors, quiet play with noisy play. The preschool team meets daily to discuss and review student observations and anecdotal notes to enable them to plan for instruction.

Your child will have the opportunity for the following types of activities every day:

- **Large and Small Group Activities**
- **Self-directed Play**

- **Learning Center Activities:** *Art Center, Science Center, Writing Center, Fine Motor Center, Reading Center, Block Center, Dramatic Play Center, Computer Center, Music Center, Sensory Center*
- **Story Time**
- **Individual Activities**
- **Outdoor Activities / Large Motor Activities**
- **Snack Time**

Curriculum ~~(QPPS 2.1 – 2.4, 3.13)~~

Curriculum is a framework for learning opportunities and experiences. It is a process by which learners obtain knowledge and understanding, while developing life skills. It is continually revised and evaluated to make learning fun and exciting.

It is the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnic origin, religion, and physical disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural nonsexist society. **QPPS 1.7**

The preschool program uses *C4L (Connected for Learning), Heggerty, and Handwriting Without Tears*. This is research and evidence based comprehensive curriculums designed for three to five-year-olds. It addresses all areas of early learning: language and literacy, math, science, physical skills, and social skills. It provides children an opportunity to learn in a variety of ways - through play, problem solving, movement, art, music, drawing writing, listening, and storytelling. Suggestions for modifications and adaptations are an integral part of the curriculum. **QPPS 2.1, 2.2**

Child Assessment ~~(QPPS 2.5, 2.6, 4.1, 4.2, 4.3, 4.5, 4.14, 7.3, 7.4, 7.5, 7.7, 7.8)~~

Specific assessment plans are available upon request from the child's teacher.

Guiding principles: It is the school district's belief that assessment of young children should be purposeful, developmentally appropriate, and take place in the natural setting by familiar adults. The results will be used for planning experiences for the children and to guide instruction. Assessment will never be used to label children or to include or exclude them from a program. A family's culture and a child's experiences outside the school setting are recognized as being an important piece of the child's growth and development. All results will be kept confidential, placed in each child's file, and stored in a secure filing cabinet.

Children are assessed in the following ways:

- *Teaching Strategies/GOLD* is aligned with the Iowa Early Learning Standards. It records student progress in all developmental areas at the beginning, middle and end of the year.
- Observational data provides an ongoing anecdotal record of each child's progress during daily activities.
- Child portfolios are organized by the teaching staff and include the assessments, observational data, and child work samples collected on an on-going basis.

Families are asked to contribute information about their child's progress. Young children often show different skills in different settings. Working together, the teaching staff and families can gather a complete picture of a child's growth and development through the GOLD assessment tool and verbal or written communication with the teacher. **QPPS 4.14**

The information from the above is used in the following ways:

- To provide information about children's needs, interests, and abilities in order to plan

- developmentally appropriate experiences for them;
- To provide information to parents about their children's developmental milestones;
- To indicate possible areas that requires additional assessment. **QPPS 7.3, 7.5, 4.1, 4.2**

Assessment information will be shared formally with families during Parent Teacher Conferences in the fall and spring. Informal conferences are always welcome and can be requested at any time. **QPPS 7.3**

If, through observation or information on the assessments given, the teacher feels that there is a possible issue related to a developmental delay or other special need, they will communicate this to the family during a teacher/family conference (formally or informally), sharing documentation of the concern.

Suggestions for next steps may include the following, with the knowledge and consent of the parents:

- The teacher requests assistance from the Area Education Agency (AEA) as an early intervention process. This team and special education teacher engages in problem identification, plan interventions, provide support, and make outside resources available to those individuals requesting assistance. The AEA team is available and functional for all students and teachers in the building.
- A request made to Green Hills Area Education Agency for support and additional ideas or more formalized testing can be made.

The preschool staff, AEA, and Director of Special Programs will follow the Student Assistance Team (SAT) process. The preschool teacher would assist in arranging for developmental screening and referral for diagnostic assessment when indicated. **QPPS 7.4, 7.7, 8.2**

If a child is determined to need special accommodations, those accommodations are included in the materials, environment, and lesson plans for that child. Examples include sign language and visuals for children with hearing impairments or language delays and behavior plans for children whose behavior does not respond to the typical strategies used by teaching staff in the classroom.

- The program provides families with information about programs and services from other organizations, such as Green Hills AEA, DHS, Child Care Resource and Referral, *Parents as Teachers* programs, and medical professionals, etc... **QPPS 7.8, 8.2, 8.3**

Program Assessment (4.1, 4.2, 7.6)

Shenandoah Community School District implements the Iowa Quality Preschool Program Standards. Administrators, families, staff, and other routinely participating adults will be involved annually in a program evaluation that measures progress toward the program's goals and objectives. The annual evaluation process includes gathering evidence on all areas of program functioning, including policies and procedures, program quality, children's progress and learning, family involvement and satisfaction, and community awareness and satisfaction. The program uses this information to plan professional development and program quality-improvement activities as well as to improve operations and policies.

Supervision Policy (QPPS 3.9, 9.2, 9.7, 10.6, 10.7)

Before children arrive at school, the preschool staff will complete the following daily safety check indoors and outdoors:

- All safety plugs and electric outlets covered, heat/AC, water temperature, and toilets, etc. in working order.
- All cleaning supplies/poisons out of children reach and stored properly.
- Classroom and materials checked for cleanliness/broken parts, etc. including playground.
- Supplies checked - first aid kit, latex gloves, soap, paper towels, etc.
- Daily monitoring of environment - spills, sand, etc. Other serious problems reported to Director of Special Programs.
- Upon arrival, each child is observed by the teacher for signs of illness or injury that could affect the

child's ability to participate in the daily activities.

No child will be left unsupervised while attending preschool. Staff will supervise primarily by sight. Supervision for short intervals by sound is permissible as long as teachers check every two to three minutes on children who are out-of-sight (e.g. those who can use the toilet independently, who are in the library area, etc.) Indoor and outdoor spaces will be zoned by teaching staff with special attention given to areas where injury could occur.

Child Guidance and Discipline (QPPS 1.11, 10.6)

Preschool staff will equitably use positive guidance, redirection, and planning ahead to prevent problems. They will encourage appropriate behavior through the use of consistent clear rules, and involving children in problem solving to foster the child's own ability to become self-disciplined. Where the child understands words, discipline will be explained to the child before and at the time of any disciplinary action. Preschool staff will encourage children to respect other people, to be fair, respect property and learn to be responsible for their actions. Preschool staff will use discipline that is consistent, clear, and understandable to the child. They will help children learn to persist when frustrated, play cooperatively with other children, use language to communicate needs, learn turn taking, and respect and use property appropriately.

Challenging Behavior (QPPS 1.2, 1.8, 1.9, 1.10, 10.6)

The Preschool staff are highly trained, responsive, respectful, and purposeful. The staff anticipates and takes steps to prevent potential challenging behaviors. They evaluate and change their responses based on individual needs. When children have challenging behaviors, staff promotes pro-social behavior by:

- interacting in a respectful manner with all children.
- modeling turn taking and sharing as well as caring behaviors
- helping children negotiate their interactions with one another and with shared materials.
- engaging children in the care of their classroom and ensuring that each child has an opportunity to contribute to the group.
- encouraging children to listen to one another and helping them to provide comfort when others are sad or distressed

Preschool staff will guide children to develop self-control and orderly conduct in relationship to peers and adults. Children will be taught social, communication, and emotional regulation skills. If a child displays persistent, serious, and challenging behavior, the Preschool staff, parents, Director of Special Programs, and AEA support staff will work as a team to develop and implement an individualized plan that supports the child's inclusion and success.

Aggressive physical behavior toward staff or children is unacceptable. Preschool staff will intervene immediately when a child becomes physically aggressive to protect all of the children and encourage more acceptable behavior.

Permissible Methods of Discipline:

For acts of aggression and fighting (biting, scratching, hitting) staff will set appropriate expectations for children and guide them in solving problems. This positive guidance will be the usual technique for managing children with challenging behaviors rather than punishing them for having problems they have not yet learned to solve. In addition, staff may: (1) Separate the children involved; (2) Immediately comfort the individual who was injured; (3) Care for any injury suffered by the victim involved in the incident; (4) Notify parents or legal guardians of children involved in the incident; (5) Review the adequacy of the teaching staff supervision, appropriateness of program activities, and administrative corrective action if there is a recurrence.

Prohibited Practices

The program does not, and will not, employ any of the following disciplinary procedures:

1. harsh or abusive tone of voice with the children nor make threats or derogatory remarks.
2. physical punishment, including spanking, hitting, shaking, or grabbing.
3. any punishment that would humiliate, frighten, or subject a child to neglect.
4. withhold or threaten to withhold food as a form of discipline.

Water activities ~~(QPPS 5.9, 9.15, 10.6, 10.7)~~

There is a water table in the classroom for children to engage in learning activities through play. During water play children are involved in active experiences with science and math concepts. Children with sores on their hands are not allowed to participate with others in the water table to ensure that no infectious diseases are spread. Children are not allowed to drink the water during water play activities. When the activity period is complete, the water table is drained and refilled with fresh water before a new group of children comes to participate. Outdoor water play is limited to tubs and buckets or containers as well as the water table. We do not participate in swimming pool activities. Staff supervises all children by sight and sound in all areas with access to water in tubs, buckets, and water tables.

Snacks/Foods and Nutrition ~~(QPPS 5.12-5.21, 9.17, 10.6)~~

Attitudes about food develop early in life. The food children eat affects their well-being, their physical growth, their ability to learn, and their overall behavior. We have an opportunity to help children learn about foods, to enjoy a variety of foods from their own culture and others, and to help them begin to appreciate their bodies need to be strong, flexible, and healthy. Eating moderately, eating a variety of foods, and eating in a relaxed atmosphere are healthy habits for young children to form.

A snack is served daily at a regularly scheduled time, two hours apart and not more than three hours apart, keeping in mind breakfast/lunch times outside of the preschool setting.

The preschool serves a wide variety of nutritional snacks and encourages children to expand their tastes by at least trying a portion of the food offered.

All food is prepared, served, and stored in accordance with the U.S. Department of Agriculture Child and Adult Care Food Program (CACFP) guidelines. Snacks brought from home must be either whole fruits or commercially prepared packaged foods in factory-sealed containers. Clean, sanitary drinking water (city water source) is available to children throughout the day. Staff discards any foods with expired dates.

Foods that are hotter than 110 degrees Fahrenheit are kept out of children's reach. Foods requiring refrigeration will be kept cold until served.

For each child with special health care needs, food allergies, or special nutrition needs, the child's health care provider should provide the program an individualized care plan prepared in consultation with family members and specialist involved in the child's care. Children with food allergies shall be protected from contact with the problem food. Children with food allergies must have the food allergy form completed by their physician. This form can be obtained at the elementary office. With family consent, the program posts information about the child's allergies in the food preparation area and in areas of the facility the child uses to serve as a visual reminder to all adults who interact with the child during the day. Program staff will keep a daily record documenting the type and quantity of food a child consumes when any child with a disability has special feeding needs and provide parents with that information.

High risk foods, often involved in choking incidents, will not be served. For early childhood students, these include hotdogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonfuls of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole.

The school district does not use foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages as a punishment, nor will teaching staff ever threaten to

withhold food as a form of discipline.

Outside Play and Learning (QPPS 5.5, 5.6, 9.5, 9.7, 9.8, 10.6, 10.7)

We have daily opportunities for outdoor play as the weather permits and provided the weather air quality and environmental safety conditions do not pose a threat. This allows children the opportunity to develop their large muscle skills, get exercise, and be active. We use the Child Care Weather Watch guidelines produced by Healthy Child Care Iowa to determine if the Wind Chill Factor or Heat Index is safe for outdoor play. If the wind chill is 15 degrees or colder, all activities will be indoors. If the heat index is 90 degrees or warmer, all activities will be indoors.

In cases when we cannot go outside, children are given the opportunity to use indoor equipment for similar activities inside and are supervised at the same level as outdoor equipment.

In order to make sure that your child can play comfortably outside, it is important to dress him/her according to the weather. When it is cold outside he/she needs a warm coat, mittens or gloves, and a hat (labeled with your child's name). When it is snowing or snow is on the ground, your child needs snow pants and snow boots in addition to cold weather gear. Students are expected to have indoor shoes in addition to their snow gear. For the warmer days, dressing your child lightly is just as important. For those in-between days, dressing your child in layers is a practical idea. It is expected that all students will go outside unless there is a doctor's note indicating the reason why the child cannot go outside.

There are areas on the playground for children to be in the shade and still be active. We encourage you to bring a hat or other clothing for your child to wear as another protection from the sun.

Clothing

Your child will be learning through creative, active play that can sometimes be messy. Your child should wear comfortable, washable clothing as well as comfortable shoes to school. While we encourage the use of paint smocks or shirts during art projects, we can't guarantee that spills or stains will not occur.

Clothing should be free of words, graphics, or pictures that are profane, immoral, illegal, or disruptive in nature. Families will be asked to provide an extra set of clothing for their child in case of an "accident" or messy play. Please clearly label the clothing with your child's name or place in a gallon size baggie with your child's name to reduce the possibility of mistakes. If your child is sent home in school clothes, please return the clothes to the school.

Toilet Learning (QPPS 5.7)

Children are expected to be potty trained or in the process of being potty trained before entering preschool. For children with exceptions, the following procedures are in place:

1. Diapering will only be done with a changing mat in the designated diaper area.
2. Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Programs Standards:
 - Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.
 - Staff check children for signs that diapers or pull-ups are wet or contain feces at least every 2 hours. Diapers are changed when wet or soiled.
 - Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility.
 - At all times, caregivers have a hand on the child if being changed on an elevated surface.
 - Surfaces used for changing and on which changing materials are placed are not used for other purposes, including temporary placement of other objects, and especially not for any object involved with food or feeding.
 - Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g., a step can). Containers are kept closed and are

inaccessible to children. The container will be clearly labeled to show its intended use.

3. Potty chairs will not be used due to the risk of spreading infectious diarrhea.
4. Families will be asked to provide an extra set of clothing as described under "Clothing" above ~~for their child in case of an "accident" or messy play. Please clearly label the clothing with your child's name to reduce the possibility of mistakes.~~

Objects From Home

Because the preschool program provides ample toys and learning materials for your child, we ask that you do not bring toys from home. If your child brings an "attachment" item from home, we ask that it is small enough to fit inside his/her backpack. Please do not allow children to bring gum, candy, money, or toy guns to school. The school will not be responsible for lost or broken toys brought from home.

Weapon Policy (QPPS 10.6)

No student shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any real weapon or a look-alike weapon on any school premises, in any school vehicle or any vehicle used by the school or for school purposes, in any school building or other buildings or premises used for school functions, whether or not any person is endangered by such actions. "Look-alike weapon" means any item that resembles or appears to be a weapon.

Animal and Pet Policy (QPPS 5.26)

No animals are allowed in the preschool. If you have questions regarding this, please contact the Director of Special Programs.

Birthdays (QPPS 5.13)

Birthdays are an important and significant event in the life of a child. They afford the opportunity for children to be given special recognition. Accordingly, students who wish to bring treats for the class on their birthday may do so. Food that comes from home for sharing among the children must be either whole fruits or commercially prepared packaged foods in factory-sealed containers. Teachers will work with families to ensure that foods brought from home meet the USDA's Child and Adult Care Food Program guidelines. Those who have summer birthdays are welcome to celebrate their summer birthday on their half birthday. Invitations to parties outside of school that do not include the entire class will not be distributed at school.

Communication with Families (QPPS 1.1, 7.5)

The program will promote communication between families and staff by using written notes, daily folders, informal conversations, or e-mail. Families are encouraged to send written notes with important information so all the staff who work with the child can share the parent's communication. Staff will inform families about the child's experiences, accomplishments, behavior, and other issues that affect the child's development and well-being. Parents are encouraged to maintain regular, on-going, two-way communication with the teaching staff in a manner that best meets their needs - email, in person, notes, or phone calls.

Arrival and Departure of Children (QPPS 10.11)

Parents are required to remain with their child/children until a staff member is present. The same procedure will be reversed with the staff member handing the child/children off to the parent at dismissal time. We will meet and dismiss in the preschool classrooms. No child will be permitted to leave the building without an adult. Adults will be responsible for the children coming in and out of the building at arrival and departure. Please keep the hallway outside of the office free from preschool traffic.

Other than parents or legal guardians, only persons with prior written authorization will be allowed to pick up a child from the school.

Students that are picked up late will remain with the preschool associate or teacher until the designated

person picks them up from the teacher or associate in the classroom. An attempt will be made to contact the parent or an emergency contact. If no contact is made, a home visit may occur. If no contact is able to be made, the student will be transported to the police department.

Field Trips

An important learning opportunity can take place in the form of a field trip that is relevant and reinforces what has been taught in the classroom. The Shenandoah Community School District buses are used for these field trips. Parents will be informed of each field trip well in advance. A parent or legal guardian must sign an informed consent form for trips for each child before each trip. Adult family members may be asked to volunteer to go on these trips to provide increased supervision and adult/child ratios.

Chaperones attending field trips must be approved by the Director of Special Programs. Chaperones are to follow all school policies. This includes no smoking, staying within reach of the children being supervised, no alcohol, etc. Pictures will not be taken by chaperones. Chaperones may only take a picture of their child, not pictures of any other students on the field trip.

A first aid kit, emergency contact information, and emergency transport authorization information for the children in the group will be taken on all trips. Children may only use a public restroom if they are accompanied by a staff member. Children will never be left alone in a vehicle or unsupervised by an adult.

Ethics and Confidentiality (QPPS 4.1, 6.2)

Staff follows an important code of ethics to guide their involvement with children and families. It is essential to protect the confidentiality of all information concerning children and their families.

Maintaining a professional attitude includes being responsive to the needs of children and their families while balancing the need for confidentiality. Children are people who deserve respect. One way we demonstrate this respect is to refrain from talking about the children in their presence unless the child is part of the conversation and to refrain from labeling a child negatively or positively. No information regarding any particular child shall be shared with another child's parent. We continually strive to model such qualities as patience, tolerance, cooperation, acceptance, understanding of others, and enthusiasm for children as well as for other adults.

Children's Records (QPPS 4.1, 5.1)

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours.

Parents or guardians will be asked to sign a release of information form should they or the school request information be shared with another agency, stating to whom the information is to be released, the reason or purpose for the release of information, when it expires, and ways the parents can withdraw permission if they choose to do so.

Preschool Advisory Committee (QPPS 7.2)

Shenandoah Elementary is striving to implement a Preschool Advisory Committee, a sub-group of the School Improvement Advisory Committee, composed of parents, school staff, and community members. This group would meet quarterly to provide input and feedback on services for preschool and elementary age children. Please let the Director of Special Programs know if you are interested in being part of the Preschool Advisory Committee.

Grievance Policy (QPPS 7.6)

Open and honest communication between families and the preschool program is an essential component of a high-quality early childhood program. We want you to be confident that your child is being well cared

for and is having a quality experience. If there is ever a time you have a concern regarding your child, we want to encourage you to address your concern to your child's teacher. If additional help is needed, either party may ask for the assistance from the Director of Special Programs.

If you have a concern regarding some aspect of the program or policy, please contact the Director of Special Programs who is the program administrator for the preschool. If you remain dissatisfied, you may contact the Superintendent.

As part of our program assessment, in the spring of each year, we will offer each family the opportunity to provide written input which will help us evaluate our program. This information helps us to assess how the program is meeting the needs of families and children, as well as to identify strengths and weaknesses.

Family Involvement (QPPS 7.1, 7.2)

Parents and legal guardians are always welcome to visit the preschool classroom. If you would like to visit, please arrange a time with the Director of Special Programs. Visitors are asked to please use discretion with regard to bringing babies and toddlers to school as young children may disrupt class sessions.

Program staff use a variety of formal and informal ways to become acquainted with and learn from families about their family structure and their preferred means of child-rearing practices and communication; and information about their socioeconomic, linguistic, racial, religious, and cultural backgrounds as they wish to share. Program staff members communicate with families regarding children's activities and developmental milestones, shared care-giving issues, and other information that affects the well-being of their children. Parent/Teacher conferences are held in both the fall and spring semesters, as well as when either party requests. At least one Family Event is held during the year.

Shenandoah Community School District values the time spent talking and interacting with families and developing strong, reciprocal relationships. As the teacher learns from the families' expertise regarding their child's interests, approaches to learning, and developmental needs, goals for your child's growth and development can be incorporated into ongoing classroom planning. Families are encouraged to share any concerns, preferences or questions with the preschool teacher or administration at any time.

Although in-person daily contact cannot be replaced, preschool staff also rely on notes home, emails, phone calls, and newsletters as alternative means to establish and maintain open, two-way communication.

We invite you to become involved in one or all of the following ways, and welcome other ideas as well.

1. Support your child's daily transition to school by sharing information about your child's interests and abilities;
2. Keep the teacher informed of changes and events that might affect your child, allowing the teacher to be more responsive to your child's needs;
3. Attend family meetings;
4. Return all forms, questionnaires, and other paperwork promptly;
5. Attend Parent/Teacher conferences in the Fall and Spring semesters;
6. Check your child's backpack and folder each day;
7. Participate in field trip activities;
8. Share some of your talents in your child's class through activities such as: reading or storytelling, cooking, art, preparing visuals, music, sewing, crafts, hobbies, your profession, or artifacts from trips you have taken;
9. Share any of your families' cultural traditions, celebrations, or customs;
10. Read the material sent home with your child;
11. Help with special events. Helping takes many different forms such as preparation of materials at home, making telephone calls, preparing or posting flyers, recruiting other volunteers, collecting

- donations or prizes, run errands, photography, setup before the event, or clean afterwards;
12. Volunteer to be a PTO member or a Preschool Advisory Committee member.

The school district will, to the extent possible, provide full opportunities for meaningful participation of the families with children with limited English proficiency, families with children with disabilities, including providing information and school reports in an understandable and uniform format and, including alternative formats on request, and, to the extent possible, in a language families understand.

The school district believes that families should be supported in making decisions about services that their children may need. The teaching staff will provide information to families about available community resources and assist as requested in helping the family make connections.

Parent/Teacher Conferences

The preschool program will have formal parent teacher conferences in the fall and spring. These dates are indicated on the district calendar. During the conference the teacher will share results of classroom assessments and samples of your child's work. Together you can make a plan to continue to encourage your child's growth and development.

Transitions (QPPS 7.9, 7.10)

Home-school connections are crucial to the transition to kindergarten or any other program, such as special education. The child's family provides the consistency and continuity necessary for a young child to be successful. Making a change from one program to another can sometimes be difficult for a young child whether the transition is within the same building or in another location. Teaching staff will partner with the family to make the transition as smooth as possible by connecting family members with the next program's staff. Preschool staff will provide information about enrollment policies and procedures, program options, and arrange for a classroom visit whenever possible.

Preschool Round-Up is held every spring. Transitional information is shared at this time. Round-Up consists of a presentation by staff and a sign-up session for preschool screenings for the preschool student. If a student has been screened by school personnel, they will not need to be screened again.

Health and Safety (QPPS 10.6, 10.7)

Shenandoah Preschool is committed to promoting wellness and safeguarding the health and safety of children and adults who participate in our program. In order to provide a safe and secure environment for every child and adult, we follow guidelines required by the Quality Preschool Program Standards, regulatory agencies and pediatric authorities in the field.

Emergency Procedures (QPPS 10.13)

Emergency procedure plans are available upon request from the program administrators. Emergency procedures are also posted in each classroom.

Health and Immunization Certificates (QPPS 5.1)

Before a child begins the program, health records that document the dates of service shall be submitted that show the child is current for routine screening tests and immunizations according to the schedule recommended and published by the American Academy of Pediatrics.

When a child is overdue for any routine health services, parents, legal guardians, or both provide evidence of an appointment for those services before the child's entry into the program and as a condition of remaining enrolled in the program, except for immunization for which parents are using religious exemption.

Records that are needed for Shenandoah Preschool include a copy of the child's birth certificate, up to date immunizations, dental screening, and lead screening. The school needs updated records yearly.

Health and Safety Records (QPPS 10.10, 5.1, 10.14)

Health and safety information collected from families will be maintained on file for each child in the school nurse's office. Files are kept current by updating as needed. The content of the file is confidential, but is immediately available to administrators or teaching staff who have consent from a parent or legal guardian for access to records; the child's parent or legal guardian; and regulatory authorities, upon request. **QPPS 10.10**

Child Health and Safety Records will include: **QPPS 5.1**

1. Current information about any health insurance coverage required for treatment in an emergency;
2. Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results;
3. Current emergency contact information for each child, that is kept up to date by a specified method during the year;
4. Names of individuals authorized by the family to have access to health information about the child;
5. Instructions for any of the child's special health needs such as allergies or chronic illness (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes);
6. Individual emergency care plans for children with known medical or developmental problems or other conditions that might require special care in an emergency (allergy, asthma, seizures, orthopedic or sensory problems, and other chronic conditions; conditions that require regular medication or technology support; and **QPPS 10.14**)
7. Supporting evidence for cases in which a child is under-immunized because of a medical condition (documented by a licensed health professional) or the family's beliefs. Staff implement a plan to exclude the child promptly if a vaccine-preventable disease to which children are susceptible occurs in the program.

General Health and Safety Guidelines (**QPPS 5.2, 5.4, 10.14**)

- All staff must be alert to the health of each child, known allergies, or special medical conditions.
- Under the supervision of the preschool teacher, all staff must be alert to the whereabouts of all children. Systems are in place for accounting for children at regular intervals, especially during periods of transition.
- All staff follow proper procedures for hand washing, using disinfectant, and following universal precautions to prevent infections.
- All staff are familiar with evacuation routes and procedures.
- All teaching staff complete "Occupational Exposure to Bloodborne Pathogens" annually.
- At least one staff member who has a certificate of satisfactory completion of pediatric first-aid training, including managing a blocked airway and providing rescue breathing for infants and children, is always present with each group of children. When a child in the group has a special health condition that might require CPR, one staff person who has successfully completed training in CPR is present in the program at all times.

Illness Policy and Exclusion of Sick Children

(**QPPS 5.3, 10.6**)

In the case of serious illness or injury, the school shall attempt to notify the parents according to the information on the registration form. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student has been transported for treatment.

If a child's activity must be limited following an illness, parents are asked to notify the office.

For the health and safety of all the children, it is mandatory that sick children not be brought to school. In

order to prevent the spread of disease, please keep your child home from school if he or she displays any of the following symptoms within a 24-hour period:

- fever greater than or equal to 100.4 degrees F
- vomiting
- diarrhea
- pink eyes with drainage
- cough with congestion and excessive nasal discharge
- cold sores or lesions

If your child displays any of the above symptoms at school, parents will be notified and required to pick up their child. The district's established policy for an ill child's return:

- Fever free for 24 hours
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage
- Cold sores or lesions shows signs of healing (scabbed over)

If an illness prevents the child from participating comfortably in activities or creates a greater need for care than the staff can provide without compromising the health and safety of the other children, or if a child's condition is suspected to be contagious and requires exclusion as identified by public health authorities, then the child is made comfortable in a location where she or he is supervised by a familiar caregiver.

Preschool staff will inform the school nurse and elementary secretary of any symptoms or concerns. The school nurse or elementary secretary will contact the parents of the student.

Head Lice (Pediculosis)

School settings are conducive to a greater risk of transmissions of Pediculosis (Head Lice), and therefore, proper and effective treatment of this condition is needed. The preschool staff will assist families with the removal of live lice or nits. This includes providing guidance and resources. The removal of nits/eggs is essential to help prevent self-reinfestation and transmission to others. Total nit/egg removal also helps eliminate diagnosis confusion and serves to document treatment. Confidentiality will be maintained to the best of the district's ability in all cases involving pediculosis.

Reporting Communicable Diseases (QPPS 5.4)

Staff and teachers provide information to families verbally and in writing about any unusual level or type of communicable disease to which their child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the program and that the families should implement at home. The program has documentation that it has cooperative arrangements with local health authorities and has, at least annually, made contact with those authorities to keep current on relevant health information and to arrange for obtaining advice when outbreaks of communicable disease occur.

Medication Policies and Procedures

(QPPS 5.10)

Policy: The school will administer medication to children with written approval of the parent and an order from a health provider for a specific child. Because administration of medication in the school is a safety hazard, medication administration will be limited to situations where an agreement to give medicine outside preschool hours cannot be made. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction.

Procedure: The school nurse coordinates and/or administers medication during school hours only if the

parent or legal guardian has provided written consent and the medication is available in an original labeled prescription or manufacturer's container that is child-resistant. Any other person who would administer medication has specific training and a written performance evaluation, updated annually by a health professional on the practice of the five right practices of medication administration: (1) verifying that the right child receives the (2) right medication (3) in the right dose (4) at the right time (5) by the right method with documentation of each right each time the medication is given. Medication errors will be controlled by checking and recording these five right practices each time medication is given. Should a medication error occur, the Regional Poison Control Center and the child's parents will be contacted immediately. The incident will be documented in the child's record at the school.

For prescription medications, parents or legal guardians will provide the school with the medication in the original, child-resistant container that is labeled by a pharmacist with the child's name, the name and strength of the medication; the date the prescription was filled; the name of the health care provider who wrote the prescription; the medication's expiration date; and administration, storage, and disposal instructions. Over-the counter medications are only given with parental consent.

All medications are kept in a locked container and stored at the temperature recommended.

Medication will not be used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the physician or other person legally permitted to prescribe medication.

Instructions which state that the medication may be used whenever needed will be renewed by the physician at least annually.

A medication log will be maintained by the school staff to record the instructions for giving the medication, consent obtained from the parent or legal guardian, amount, the time of administration, and the person who administered each dose of medication. Spills, reactions, and refusal to take medication will be noted on this log.

Cleaning and Sanitization (QPPS 9.11, 5.22, 5.23, 5.24, 10.6)

The facility will be maintained in a clean and sanitary condition. When a spill occurs, the area will be made inaccessible to children and the area will be cleaned immediately.

Toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion is either to be washed by hand using water and detergent and rinsed, sanitized and air dried or washed and dried in a mechanical dishwasher before it can be used by another child.

All toys and surfaces will be disinfected according to the Cleaning and Sanitation Frequency Table. Toys that cannot be cleaned and sanitized will not be used. QPPS 5.24

Staff will be trained in cleaning techniques, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials, and information required by the US Occupational Safety and Health Administration about the use of any chemical agents. QPPS 5.23

Routine cleaning will be supervised by the preschool teacher and will follow the Cleaning and Sanitation Frequency Table in Section III, page 47 of the QPPS manual. QPPS 5.22

Facility cleaning requiring potentially hazardous chemicals will be scheduled when children are not present to minimize exposure of the children. All cleaning products will be used as directed by the manufacturer's label. Nontoxic substances will be used whenever possible. Staff are trained yearly prior to the start of the school year. QPPS 5.23

Hand Washing Practices (QPPS 5.8)

Frequent hand washing is key to preventing the spread of infectious diseases. Teachers teach children how to wash their hands effectively. Posters of children using proper hand washing procedures are placed

by each sink. The program follows these practices regarding hand washing:

- Staff members and those children who are developmentally able to learn personal hygiene are taught hand-washing procedures and are periodically monitored.
- Hand washing is required by all staff, volunteers, and children when hand washing reduces the risk of transmission of infectious diseases to themselves and to others.
- Staff assist children with hand washing as needed to successfully complete the task.

Children and adults wash their hands:

- upon arrival for the day;
- after diapering or using the toilet (use of wet wipes is acceptable for infants);
- after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or any touching of mucus, blood or vomit);
- before meals and snacks, preparing or serving food, or handling any raw food that requires cooking (e.g., meat, eggs, poultry);
- after playing in water that is shared by two or more people;
- after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals

Adults also wash their hands:

- before and after feeding a child;
- before and after administering medication;
- after assisting a child with toileting
- after handling garbage or cleaning.

Proper hand-washing procedures are followed by adults and children and include:

- using liquid soap and running water;
- rubbing hands vigorously for at least 10 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well;
- drying hands with a paper towel, or a dryer;
- and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water).

Except when handling blood or body fluids that might contain blood (when wearing gloves is required), wearing gloves is an optional supplement, but not a substitute, for hand washing in any situation listed above.

- Staff must wear gloves when contamination with blood may occur.
- Staff do not use hand-washing sinks for bathing children or removing smeared fecal material.

In situations where sinks used for both food preparation and other purposes, staff clean and sanitize the sinks before using them to prepare food.

First Aid Kit (QPPS 9.13)

Fully equipped first-aid kits are readily available and maintained for each group of children. Staff take at least one kit to the outdoor play areas as well as on field trips and outings away from the site.

Fire Safety (QPPS 9.14, 10.6, 10.13)

A fire extinguisher is installed in the preschool classroom with a tag indicating its annual service date. The fire alarm system is serviced annually. Smoke detectors, fire alarms, and carbon monoxide detectors are tested monthly. A written log of testing dates and battery changes is maintained and available upon request. Fire drills are conducted routinely and recorded on a log.

Disaster Preparedness and Emergency Evacuation Policies and Procedures (QPPS 10.13)

Shenandoah Community Schools has a "Crisis Management Procedures" booklet in place that describes

the following situations and procedures to follow:

- Emergency phone numbers
- Fire procedures
- Utility Failures (electric power failure, water line break, gas line break)
- Severe weather
- Bomb threats
- Physical Threats/Armed Intruder
- Evacuations
- Crisis Intervention Plan, Crisis Intervention Steps, and Media Procedures
- Accidental Injury or Illness procedures for life threatening and non-life threatening situations
- School crisis team members

Medical and/or Dental Emergencies and Notification of Accidents or Incidents (QPPS 10-13)

In the event that your child receives a minor, non-life threatening injury during their time at preschool, the preschool staff will assess the situation and apply first aid as needed. Minor cuts and scrapes will be treated with soap and water and bumps will be treated by applying ice to the injured area. Any major incident or injury will be documented on an "Accident Report" form and a copy will be given to the parent within 24 hours of the incident.

All staff will have immediate access to a telephone that allows them to summon help in an emergency. Emergency contact information for each child and staff member will be kept readily available. The list of emergency telephone numbers and copies of emergency contact information and authorization for emergency transport will be taken along anytime children leave the facility in the care of facility staff.

Inclement Weather

In the event that Shenandoah Community Schools must be closed due to bad weather, we will notify school patrons through the district's SchoolMessenger automated communication system. This will be done by email and phone messaging. Local radio stations and the school website will have this information available.

If there is a late start for the elementary, there will be no a.m. three-year-old preschool. However, the four-year-old preschool class will start at 10:00am. If there is an early out due to weather, p.m. preschool classes will not be held and the four-year-old program will dismiss as the district indicates.

It is vital that current and up to date contact information is given to the elementary secretary so the school is able to reach parents/guardians for various reasons.

Protection from Hazards and Environmental Health (QPPS 5-6, 9-12, 9-16, 9-18, 10-6, 10-7)

Program staff protect children and adults from hazards, including electrical shock, burns, or scalding, slipping, tripping, or falling. Floor coverings are secured to keep staff and children from tripping or slipping.

The preschool classroom building has been tested for lead, radon, radiation, asbestos, fiberglass, and other hazards that could impact children's health with documentation on file. Custodial staff maintain the building's heating, cooling, and ventilation systems in compliance with national standards for facility use by children.

The program maintains facilities so they are free from harmful animals, insect pests, and poisonous plants. Pesticides and herbicides, if used, are applied according to the manufacturer's instructions when children are not at the facility and in a manner that prevents skin contact, inhalation, and other exposure to children. The program uses the techniques known as Integrated Pest Management (IPM) so that the least hazardous means are used to control pests and unwanted vegetation.

Smoke Free Facility (QPPS 9.19, 10.6)

In compliance with the Iowa Smokefree Air Act of 2008, Shenandoah school buildings and grounds are smoke free. A "No Smoking" sign meeting the law's requirements is posted at the entrance to the school buildings to inform people that they are entering a non-smoking place. Smoking is not allowed on the school grounds or within sight of any children. This includes field trips and school parking lots.

Child Protection Policies (QPPS 10.8, 10.9, 10.16, 10.19)

The health and well-being of every child in our care is of the utmost importance and the protection of children is our responsibility. An applicant for temporary or permanent employment or volunteer with the preschool program that involves direct interaction with or the opportunity to interact and associate with children must submit to a background check. In addition, no person with a substantiated report of child abuse or neglect will come in contact with children in the program or have responsibility for children.

The program has written school board policy for reporting child abuse and neglect as well as procedures in place that comply with applicable federal, state, and local laws. The policy includes requirements for staff to report all suspected incidents of child abuse, neglect, or both by families, staff, volunteers, or others to the appropriate local agencies. Staff who report suspicions of child abuse or neglect where they work are immune from discharge, retaliation, or other disciplinary action for that reason alone unless it is proven that the report is malicious. All district staff complete "Mandatory Reporter: Child and Dependent Adult Abuse" at least every five years and within six months of employment.

The school district does not tolerate employees physically, or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, legal guardians, teacher, Director of Special Programs, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees.

Substance Abuse

Persons under the influence of drugs or alcohol will not be permitted on the premises of the Shenandoah Community Schools. At no time will children be released to a person under the influence of alcohol or drugs.

Volunteers (QPPS 10.15, 10.17)

Parents, friends, grandparents, and other adults are encouraged to take an active part in the educational process of the children. Please contact the Director of Special Programs if you would like to be a school volunteer. For safety's sake, if a volunteer will be working with children, he/she will be expected to submit to a background check. In addition, no person with a substantiated report of child abuse or neglect will come in contact with children in the program or have responsibility for children. If a volunteer works more than 40 hours per month with children, he/she will also need to provide a current health assessment, not more than one year old. People interested in volunteering should contact the Elementary Secretary at 712-246-2520.

Staff (QPPS 10.15 – 10.20)

General Information

Shenandoah Community School District has written personnel policies that define the roles and responsibilities, qualifications, and specialized training required of staff and volunteer positions. The policies outline nondiscriminatory hiring procedures and policies for staff evaluation. Policies detail job descriptions for each position, including reporting relationships; salary scales with increments based on professional qualification, length of employment, and performance evaluation; benefits; and resignation, termination, and grievance procedures. Personnel policies provide for incentives based on participation in professional development opportunities. The policies are provided to each employee upon hiring.

Orientation (QPPS-6.2)

Employees must know their role and duties. New preschool teaching staff will be required to participate in an initial orientation program that introduces them to fundamental aspects of the program operation including:

- Program philosophy, mission, and goals;
- Expectations for ethical conduct;
- Individual needs of children they will be teaching or caring for;
- Accepted guidance and classroom management techniques;
- Daily activities and routines of the program;
- Program curriculum;
- Child abuse and reporting procedures;
- Program policies and procedures;
- Iowa Quality Preschool Program Standards and Criteria;
- Regulatory requirements.

Follow-up training expands on the initial orientations.

The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. The school business official will explain payroll procedures, employee benefit programs and accompanying forms to the employee. Regular employees ineligible for the school district's group health plan will be given information regarding where they can obtain health care or health care insurance.

Staffing Patterns and Schedule (QPPS-10.18)

The preschool program is in compliance with staff regulations and certification requirements. Our program follows requirements for staffing for Iowa's Quality Preschool Program Standards of maintaining an adult/child ratio of at least 1:10 at all times. The program administrator will maintain lists of current substitutes for both the preschool teacher and the preschool teaching assistant in case of absence.

Staff are provided space and time away from children during the day. Should staff work directly with children for more than four hours, staff are provided breaks of at least 15 minutes in each four-hour period. In addition, staff may request temporary relief when they are unable to perform their duties.

Staff Development Activities (QPPS-6.6, 10.15)

Personnel policies provide for incentives based on participation in professional development opportunities. All teaching staff continuously strengthen their leadership skills and relationships with others and work to improve the conditions of children and families within their programs, the local community, and beyond. Teaching staff are encouraged to participate in informal and formal ways in local, state, or regional public-awareness activities. They may join an early childhood group or organization, attend meetings, or share information with others both at and outside the program.

Teaching staff will be informed of professional development activities provided by Child Care Resource and Referral, the local Empowerment areas, and the Green Hills Area Education Agency. Staff are expected to attend all staff trainings and meetings throughout the year. Trainings will focus on early childhood topics relevant to the program and community.

Evaluation and Professional Growth Plan

(QPPS-6.5, 6.6)

All staff are evaluated at least annually by an appropriate supervisor or, in the case of the program administrator, by the superintendent. Staff also evaluate and improve their own performance based on ongoing reflections and feedback from supervisors, peers, and families. From this, they develop an annual individualized professional development plan with their supervisor and use it to inform their continuous professional development.

Shenandoah Community School District



Coaching Handbook 2021-2022

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304 W. Nishna Rd.
Shenandoah, IA 51601
712-246-1581

Jr. Kindergarten - 8th Grade
601 Dr. Creighton Cir.
Shenandoah, IA 51601
712-246-2520

High School
1000 Mustang Dr.
Shenandoah, IA 51601
712-246-4727

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Purpose:

IAC 281—12.6(1) states that each board shall sponsor a student activity program sufficiently broad and balanced to offer opportunities for all pupils to participate. The program shall be supervised by qualified professional staff and shall be designed to meet the needs and interests and challenge the abilities of all pupils consistent with their individual stages of development; contribute to the physical, mental, athletic, civic, social, moral, and emotional growth of all pupils; offer opportunities for both individual and group activities; be integrated with the instructional program; and provide balance so a limited number of activities will not be perpetuated at the expense of others.

Coaches Code of Conduct:

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

- The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
- The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
- The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
- The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- The coach shall not exert pressure on faculty members to give student special consideration.
- The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

Camps and Clinics:

Guidance: District-sponsored Camps/Clinics

Camp/clinic fees should be based on actual costs anticipated and established to at least break even. Excess funds (profit), if any, should be retained by the district in an Enterprise Fund if it is a regular event (on-going or repeated periodically), or in the General Fund if it is not a regular event (a one-time event). Excess funds should not be remitted or retained by the sports camp/clinic coaching staff.

A district's board should approve any salaries/wages along with granting approval to hold the sports camp/clinic. Revenue from fees collected should be deposited and recorded in the appropriate fund. All sports camp/clinic related expenses would require prior approval (purchase order), and payments would be processed through the normal disbursement process. Salaries for district personnel should be negotiated in advance, with the salary payments processed through the district's normal payroll process and be subject to withholdings. Wages would be reported on the district employee's W-2. Nonemployees (sports camp/clinic staff not otherwise employed by the district) would become employees for the sports camp/clinic and be paid through payroll.

General Guidance: Privately sponsored Camps/Clinics

Using District Facilities: The contract between the sports camp/clinic facilitator and a district should address facility and equipment use and rental fees, insurance, and other costs of conducting the sports camp/clinic. The sports camp/clinic facilitator would need to rent the equipment and facility at fair rental value pursuant to sections 297.9 and 297.10 of the Code of Iowa and district policy. The sports camp/clinic facilitator would need to provide a certificate of insurance for liability coverage. If a district is collecting registration fees, or paying any expenses from fees collected for a privately sponsored sports camp/clinic, it would be accounted for in an Agency Fund on behalf of the private sponsor. A district may not pay any expenses prior to having cash on hand from fees collected for the organizer. Rental fees and reimbursement of other district costs are receipted into the General Fund.

Coach Defined:

“Coach” means an individual, with coaching endorsement or authorization as required by Iowa law, employed by a school district under the provisions of an extracurricular athletic contract or employed by a nonpublic school in a position responsible for an extracurricular athletic activity. “Coach” also includes an individual who instructs, diagnoses, prescribes, evaluates, assists, or directs student learning of an interscholastic athletic endeavor on a voluntary basis on behalf of a school or school district

A volunteer coach is an unpaid person who holds a coaching authorization or a coaching endorsement and who is acting under the direction of an employed coach and who has the knowledge and approval of the school administration.

Student Activity Fund:

A student activity fund must be established in any school district that is receiving money from student-related activities such as admissions, activity fees, student dues, student fundraising events, or other student-related co-curricular or extracurricular activities. Moneys in this fund shall be used to support only the co-curricular program defined in Department of Education rules in the Iowa Administrative Code. Iowa Code section 298A.8. Student Activity funds are public funds under the direction and control of the board of directors.

Coaching Responsibilities:

Head Coach

1. Orient the staff as to direction of your program and particular coaching techniques.
2. Consult with your staff and develop or establish responsibilities in line with policies of the department.
3. Establish practice schedules, programs of development and additional training rules within stated limits of the program.
4. Recruit and train student trainers and equipment managers.
5. See that equipment and facilities are properly used.
6. File an inventory report at the beginning of the season.
7. File a year-end report with the athletic director at the session's conclusion--inventory, participation and awards list.
8. Submit to the athletic director at the start of each season a complete team roster and team rules.
9. Be responsible for the conduct of your team members in locker rooms, practice sessions and game situations.
10. Continue to improve your coaching knowledge by reading articles, subscribing to current literature and attending all I.H.S.A.A. and I.G.H.S.A.U. rules meetings.
11. Develop and implement your individual coaching philosophies to your assistant coaches, your players and the public.
12. Promote and support the entire extracurricular program of the Shenandoah School system.
13. Assist the administration in development and implementation of practices and policies to improve the extracurricular activities. Each program is expected to run at least one camp/clinic to promote the growth of

their program, either during the summer or during the school year.

14. Assume responsibility of academic eligibility - check on athletes.
15. Assume responsibility of athlete's physical examination prior to start of the season.
16. Training rules will be provided to the athletic director prior to the beginning the season.
17. Complete evaluation forms for assistant and middle school coaches associated with your program.
18. Turn in your Hawkeye Ten All Conference list as soon as you return from the meeting. Do not hold on to these!!!!
19. Report all scores immediately to the proper media sources. See additional sites near appendix.

Assistant Coach

1. Carry out programs within the framework established by Board Policy, Administrative procedure and head coach's directives.
2. Assist the head coach in supervision of athletes, care of equipment and development of total program.
3. Continue to improve coaching knowledge and skills by attending rules meetings, reading current articles and subscribing to literature related to your activity.
4. Assist with all miscellaneous duties as assigned by head coach or athletic director.
5. Promote and support the entire extracurricular program of the Shenandoah System.

Pre-Season Responsibilities:

Physical Examinations

All athletes must have a physical that is signed by both their physician and parent or guardian on file before they can practice or participate in any sport.

1. Physical forms are available in the office.
2. Each head coach is responsible for checking the athletes in the sport to assure that physicals have been complete.

Insurance

Shenandoah School Policy requires that all athletes have school insurance coverage or have a form on file in the athletic director's office, signed by the athlete's parents or guardian, indicating that they do not wish to participate in a school provided plan.

1. The regular student insurance covers all athletes except football and wrestling.
2. Head coaches assume the responsibility of assuring that the athlete has either insurance or the waiver form filed.

Use of Dietary Supplements, Anabolic-Androgenic Steroids, and other Performance Enhancing Substances:

Coaches, teachers, district employees, and volunteers shall not recommend, promote, endorse, or encourage any specific product or performance enhancing substance to student-athletes.

Coaches, teachers, district employees, and volunteers should adhere to the position statement published by the National Federation of State High School Associations.

http://www.nfhs.org/media/1018447/nfhs_position_statement_apeds_april_2017.pdf

Any coach, teacher, district employee, or volunteer who ignores the known or observed use of illegal supplements, illegal steroids, or other illegal performance enhancing substances, encourages the use of such substances, or markets or sells such substances to student athletes (including indirect distribution through a third party) shall be subject to disciplinary action in accordance with established District procedures and policies.

Coaches may engage in conversations with students or parent(s)/guardian(s) about the safety or well-being of a student-athlete. Students with questions regarding any dietary supplement, steroid, or performance enhancing substance should be advised to speak with their parent(s) or guardian(s), or health care professional. Any product containing a dietary supplement is taken at the student-athlete's own risk.

Locker Assignments and Locks:

The physical education instructors have control of the locker rooms and locks. Coaches must work through the P.E. instructors for athletic locker assignments. Much cooperation on the part of coaches is needed to make this situation operate smoothly.

Selection of Officials:

The selection of game officials will be the responsibility of the athletic director. Coaches are urged to make suggestions and recommendations as to the effectiveness of officials. Only registered, approved officials will be used for contests.

Scheduling:

Scheduling will be done by the athletic director, in cooperation with the high school and middle school principals. Coaches will have input as to recommendations for scheduling.

- Shenandoah Schools shall adhere to scheduling guidelines of the I.H.S.A.A., the I.G.H.S.A.U., the Hawkeye Ten Board of Control, and the Shenandoah Board of Education.

Publicity:

Make information readily available to the media. Please call or email contest results to newspaper, radio, and rSchool immediately after each contest. Contact information is included on page 25 of this handbook.

Responsibilities During the Season:**Facilities**

Because more than one team uses the same facility much cooperation will be needed.

1. Vacate the area at the designated time.
2. Leave the area in good order -- picked up and neat.
3. To eliminate facility conflicts all scheduling must be reported to the athletic director.
4. Outside groups will be using the facilities. For your information, rental costs for the gymnasium are \$100.00 for commercial purposes and \$60.00 for non-commercial use in addition to custodial fees at \$15.00 per hour.

Equipment

1. All coaches will assume responsibility of equipment and facility use during their season by their teams.
2. Instruct athletes and managers as to proper treatment of equipment.
3. All equipment handouts must be clearly numbered and accurately recorded.
4. Any athlete responsible for losing, taking or destroying equipment will be expected to pay for the replacement of said equipment.
5. All coaches have a responsibility to issue and check frequently the equipment in regards to safety.
6. If a student is seen wearing school equipment that he/she should not have access to, immediately pick it up, if possible. If you cannot collect the equipment, notify the athletic director.

Injuries:

Athletes who are injured during an athletic activity will be given immediate first aid by the coaching staff. If additional attention is required, a medical doctor or emergency personnel will be contacted.

1. Report all injuries to proper administration, and complete accident/injury report. So that insurance claims can be accurately handled.
2. Use sound judgment in regard to playing an athlete who may have an injury.
3. Be aware that failure to follow a doctor's recommendation may lead to a liability suit.

Practice Sessions:

Practice time is valuable. Plan and organize your practice sessions to obtain the maximum benefit for your team.

1. Beginning dates for most seasons have been established by the IHSAA/IGHSAU. We shall strictly adhere to

these dates.

2. Expect your athletes to be at all practice sessions. Once we allow an exception it will be difficult to demand 100% attendance.
3. Practice sessions held during school vacations must be scheduled and arranged for through the administration.

Wednesday & Sunday Activity Restrictions:

The general rule shall be that all school sponsored activities, practices, rehearsals, contests, etc., are not to be scheduled on Wednesday evening or on Sunday.

1. Sunday practices and rehearsals may be approved if the scheduled activity is to occur on the following day, or because of special circumstances. (ie: Football playoffs, etc.)
2. Sunday practices, rehearsals, etc., are to be voluntary.
3. Approved Sunday activities are limited between the hours of 1:00 and 5:00 p.m. and are not to exceed one and a half hours in length.
4. All Wednesday school activities are to be concluded by 6:30 p.m.
5. Any unusual circumstances and exceptions deemed necessary are to be approved by an administrator.

School Closings and Athletic Practices:

Student activities are a vital part of the total educational program and should be used as a means for developing good human relations and wholesome activities as well as knowledge and skills. The health, safety, and welfare of the students participating in student activities shall be foremost in the minds of those directing such activities and responsible for such activities. In the interest of student welfare and safety, the following procedures shall be followed during times of school closings due to inclement weather, emergency situations, etc.

- A. Superintendent closes school all day: In the event that school has been canceled, all practices/meetings will be canceled. In the event, a high school team has a scheduled contest the immediate day following a school closing, the approval of a volunteer practice will be considered.
- B. Superintendent dismisses school early or notifies of a late start: If schools are dismissed early, there will be no after-school practice/meetings. If school is delayed, there will be no before-school practice/meetings.

Contracted Contests:

1. School closed all day: The athletic director shall be responsible for any postponements, cancellations and rescheduling of contracted contests. The building principal shall be responsible for decisions on postponements, cancellations, and rescheduling of other events and activities.
2. School dismissed early: The superintendent or designee shall be responsible for canceling all activities and/or events. The athletic director and/or principal shall notify the contracted parties, news media, transportation director, and others as the need arises of the cancellation. In addition, the athletic director shall be responsible for rescheduling the canceled events and activities.

Team Dress:

Team dress will be left to the discretion of each coach. The appearance of the team is a direct reflection on the Shenandoah Community School District. It will be assumed that cleanliness and neatness is always the order of the day.

Team Conduct:

Coaches and athletes should understand that they carry the reputation and good name of our school to the community and beyond, and that our actions are judged! Encourage good sportsmanship! Do not allow the use of profanity!

Team Rosters:

When the season begins a complete team roster must be submitted to the athletic director's secretary. This roster should be continually updated.

Transportation:

Teams will be transported to contests by school bus or school-provided transportation.

1. Athletes will ride to and from athletic contests in the assigned team vehicle.
2. Students may return from a contest with their parents if the parent signs the student out on the coach's sign-off form. Parents may also request their student ride home with a teammate's parents by contacting (either in writing or verbally) the AD prior to the contest.
3. There may be special circumstances that arise in which a participant may be granted permission to deviate from the travel regulations. These occurrences will be judged on individual merit and kept to a minimum by the administration.
4. The administration will make the decision to allow special travel arrangements. In the event that an administrator is not present the varsity head coach may allow a student only to ride home from a contest with his/her parent or parent of a teammate if proper permission has been granted.
5. All head coaches should establish bus departure times for their season and submit to the athletic director. The bus times will all be consolidated and forwarded to the Transportation Director.
6. The coach is responsible for the conduct of team members riding in team vehicles. At least one coach must ride the team bus to and from all contests.
7. Cheerleaders will be transported on the team bus to out of town games unless prior arrangements have been made with the athletic director.

Supervision:

Athletes will be supervised at all times during practice sessions, game sessions, in the team vehicle, and in the locker rooms.

1. At least one coach must be present whenever athletes are in the area.
2. Coaches shall be the first to arrive and the last to leave. Board Policy 508.4 states that there shall be an employee or a person designated by the school district available to supervise the school building while students wait at the school building after a school activity.
3. Coaches must be available near the locker room to supervise.
4. The security of the facility is the coach's responsibility. Be sure you are the last to leave, lights are out and all doors are locked. You may be called to secure the building after hours if you were the last to leave and building doors are found unlocked.
5. Locker checks should be made at frequent intervals by the head coach to check on the cleanliness of equipment and gear, extra school equipment, and to see that the lockers are locked. The locks should be locked at all times.
6. By Board Policy 508.4, you are required to supervise the building while students wait at the school building after a school activity.

Training Room:

Major injuries to athletes should be examined and treated by a medical doctor. Rehabilitation of injuries requires special attention and cooperation among all coaches, staff members and P.E. personnel.

School Attendance on Contest Days:

Activity Participation – Students participating in school activities must be in school at least one-half day on the day of the event in order to participate in the activity. Cut-off time is considered 11:30 a.m. Only in pre-excused circumstances, may this rule be waived by the principal. If the activity is on a non-school day, attendance on the day of school preceding the activity will determine eligibility for participation.

Activity Bus Rules:

Students

1. Enter and leave only by the regular front-loading door.
2. Arms and head are not to be extended out the windows.
3. Students may be required to clean up any unusual mess on bus.

4. Students will return on same bus they rode on unless excused for special reason by chaperone.
5. Nothing is to be thrown from windows of bus.
6. All windows of bus will be closed before disembarking on conclusion of trip.

Chaperones and/or Coaches

1. Check loading of buses to equalize the number of students on each bus.
2. Determine if any unusual mess has been created on the bus. If so, ask students to assist in cleaning up.
3. Enforce rules listed for students.
4. If a trip is discontinued due to weather, the chaperone or coach will be responsible for arranging accommodations for students.
5. Ensure student behavior does not interfere with the operation of the bus by the driver.
6. Consider sitting in one of the last three rows of seats for better overall management.

Request for Leave (SCSD Staff):

Anytime a substitute is needed to cover your classes while you are absent from the classroom for an activity, you are required to submit a leave in AESOP as soon as possible to ensure adequate coverage of classes.

Responsibilities at The End of Season:

Awards

1. Awards and certificates will be issued to all who have earned the recognition as determined by the coaching staff.
2. Awards will be presented by coaches during the sports banquets whenever possible.
3. Coaches are responsible for determining who receives awards, getting that information to the athletic director's secretary so awards can be prepared in a timely fashion, and then presenting the awards.
4. Awards are purchased by middle school and high school offices and may be obtained from these offices.
5. Head coaches need to get the Hawkeye Ten All Conference list to the athletic director's secretary in the office as soon as they return from their H-10 Coaches meeting. Please do not hold on to it. Sports involved would be volleyball, girls' and boys' basketball, baseball and softball.
6. All award guidelines set by the IHSAA and IGHSAA need to be followed.
7. At the beginning of the season, head coaches are to inform participants of the requirements to earn recognition (letters, certificates, etc.)

Year End Report

At the end of the season the coach in charge will submit to the athletic director a year-end report that includes:

1. Season's records and scores.
2. Opponents' game scores.
3. Team members and award winners.
4. Team and individual honors received.
5. Equipment inventory.
6. Equipment and budget requests.
7. Recommendations for next year.

These reports will be consolidated into materials used for budget planning, equipment purchases, and record keeping purposes.

Budget and Finance

At the conclusion of each sports season, the coach shall make a complete inventory of equipment in his/her custody, store the equipment that is in good repair, make arrangements for repair of equipment as needed and prepare a request for all equipment and supplies needed for the next season.

1. Equipment requests should include item description, manufacturer, cost, and preferred supplier.
2. From this inventory list and equipment request the budget for the sport will be established.
3. The total athletic budget will reflect the needs of each sport as well as the total needs of the school.

4. Each coach is expected to assist with budget formulation and to adhere to budget limitations or requirements.

Purchase Orders:

Items purchased by individual members of the coaching staff for their respective sports must be approved by the athletic director before ordering and you must have a signed purchase order. The purchase order number will be available through the A.D.'s office.

1. Plan your purchases in advance.
2. The athletic director will approve your purchases after budget check on expenditures.
3. All equipment purchased using of a purchase order number will greatly reduce the possibility of deficit spending.
4. Coaches must sign any sales slips from local vendors when purchasing athletic equipment, and return receipt to A.D.'s Office. Students are not allowed to make purchases or sign for purchases made with district funds.
5. Vendor's have been informed if you do not have a P.O., no merchandise can be taken from the store.

Eligibility Rules:

The Board of Directors of the Shenandoah Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal and/or activities director shall keep records of violations of the Good Conduct Rule.

The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, FCCLA, National Honor Society, all co-curricular clubs (e.g., Art Club), all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, mock trial, Academic Decathlon or any other activity where the student represents the school outside the classroom.

Middle School will implement eligibility for those participating in extracurricular activities. Student's grading period will run biweekly from Wednesday to Wednesday. Any student receiving two or more "F's" will become ineligible for the next biweekly period. The ineligibility period will run from Monday through Sunday. Coaches will be notified, and the student will not be able to participate during that biweekly period. Students must attend practices/workouts during this ineligibility period, but they will not be able to ride the bus to out-of-town games or participate in games. The travel guideline may be waived if agreed to by student, coach/sponsor/director and administrator.

High School Academic Eligibility:

36.15(2) Scholarship rules

- a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- b. All contestants must be under 20 years of age.
- c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times. To qualify under this rule, a "subject" must meet the requirements of 281 – Chapter 12. Coursework taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.

- 1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this subrule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades. For students in grades 7 and 8, "grading period" shall mean the period of time at the end of which a student receives a final grade.
 - 2) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.
- d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.
 - e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.
 - f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
 - g. A student is academically eligible upon entering the ninth grade.
 - h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this subrule, shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration.
 - i. No student shall be eligible to participate in any given interscholastic sport if the student has engaged in that sport professionally.
 - j. The superintendent of schools, with the approval of the board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
 - k. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

A student's eligibility to perform will be determined biweekly and by grades that students receive at the end of each semester. (The key word here is PERFORM, as students will still be able to take part in practices, workouts, and rehearsals.) This means that every student will start the year as an eligible participant in any activity, unless you have failed a class the proceeding semester. When the term "preceding semester" is used, it means the semester immediately preceding the semester in which the student desires to participate in extracurricular activities. Eligibility determined at the end of the school year extends into the summer months.

Biweekly-Eligibility Determination:

This will go into effect 15 academic days into the first quarter, Week 3. ~~Students' grading period will run biweekly from Wednesday to Wednesday. Grade reports will run every three weeks.~~ Any student receiving a failing grade (F) or incomplete failing grade (IF) will become ineligible until the grade has become passing and

approved by the classroom teacher. The classroom teacher must then inform the Activities Director of the current grade. Students will be notified by Friday of the ~~triweekly~~~~biweekly~~ grading period that they will not be able to participate until the grade has become passing. Students who are ineligible may travel with team/group if an agreement is approved by students, coach and administrator.

"Good Conduct Rule" (Board Policy 503.4):

To retain eligibility for participation in Shenandoah High School/Shenandoah Middle School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community.

Shenandoah Schools will enforce the following policies and procedures relative to standards for participation in extracurricular activities or school social events throughout the calendar year both in and out of school.

Any student who engages in conduct which makes the student questionable may be denied the privilege to participate in extracurricular activities and/or other school social events on a temporary or permanent basis. Prohibited conduct includes activities which are illegal, immoral, or unhealthy as well as violations of school policies.

A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- possession, use, or purchase of tobacco products, regardless of the student's age;
- possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband [e.g., alcohol or other drugs]).

Mere presence is a violation of our policy. Mere presence would include the following:

- being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so;
- possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;

Violation(s) of local, state or federal law and/or engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s); exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing, harassment of others, inappropriate use of social media and/or other situations.

If a student transfers from another school and the student had not completed a period of ineligibility for a violation of a Good Conduct Rule or Academic Policy in the previous school, the student shall be ineligible. Violations not served would be completed based on Shenandoah's policies before the student would be declared eligible.

Suspension of a student from an extracurricular activity shall be the decision of the principal or principal's designee within the parameters of this policy. Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below.

Penalties:

Grades 7-12 Violations of the Good Conduct Rule will be cumulative within the student’s high school career. A student who violates the Good Conduct Code during enrollment shall be ineligible to participate in any extra-curricular activity in accordance with the following provisions:

First Offense: 33 1/3% loss of eligibility

The student will not permitted to dress for, or participate in, 33 1/3% of consecutive contests or performances of the activities in which he/she participates after the violation

Second Offense: 66 2/3% loss of eligibility

The student will not be permitted to dress for, or participate in, 66 2/3% of consecutive contests or performances of the activities in which he/she participates after the violation.

Third Offense: 100% loss of eligibility

The student will not be permitted to dress for, or participate in, 100% of consecutive contests or performances of the activities in which he/she participates after the violation.

Fourth or More Offenses: 12 month loss of eligibility

The student will not be permitted to dress for, or participate in, activities for a period of 12 months after the violation.

Refer to the "Activities - Number of Contests/ Performances" schedule that follows for the number of ineligible contests/performances or number of days per activity.

An ineligible student shall attend all practices or rehearsals but may not “suit up” for, nor perform/participate in, the assigned number of consecutive ineligible contests/ performances. The practice/rehearsals guideline may be waived if agreed to by student, coach/sponsor/director and administrator.

Activities	Number of Contests/Performances ¹			
	1st offense 33 1/3%	2nd offense 66 2/3%	3rd offense 100%	All other 12 mos.
Academic Competition	1	3	4	12 mos.
Band ²	5	11	16	12 mos.
Baseball	8	16	24	12 mos.
Basketball	7	14	21	12 mos.
Bowling	4	8	12	12 mos.
Cheerleading ³	3-7	7-14	9-21	12 mos.
Class Officers(listed in days)	60	120	180	12 mos.
Club/Organizations	1	3	4	12 mos.
Cross Country	3	6	9	12 mos.
Drama (Plays/Musical)	1	3	4	12 mos.
Flag Team (if non-band)	3	6	9	12 mos.
FFA ²	5	11	16	12 mos.
Football	3	6	9	12 mos.
Golf	4	8	12	12 mos.
National Honor Society	(Subject to NHS Bylaws)			
Royalty	1	3	4	12 mos.
Softball	8	16	24	12 mos.
Speech	4	8	12	12 mos.
Student Council (listed in days)	60	120	180	12 mos.
Tennis	4	8	12	12 mos.
Track	4	8	12	12 mos.
Vocal ²	5	11	16	12 mos.
Volleyball	5	9	14	12 mos.

(but is not limited to any of the following): an evaluation and treatment process (at student's expense), research, reading, viewing of informational video(s) or written testing. The educational component(s) will be determined and agreed upon by the student, parent/guardian, and an administrator of the Shenandoah High School. The educational component(s) is listed below with the offenses.

A student who violates the "mere presence" provision of this policy shall serve no more than one-half of the established penalties for the first and second violations.

First Offense - 1/2 Reduction of loss of eligibility (No penalty will be less than one event.)

--for self reporting* (And)

--satisfactory completion of 5 hours of "school service" **

Second Offense - 1/3 Reduction of loss of eligibility

--for self reporting* (And)

--satisfactory completion of 10 hours of "school service" ** (or)

--successful completion of the educational component(s) ***

Third Offense - 1/3 Reduction of loss of eligibility

--for self reporting* (And)

--satisfactory completion of 15 hours of "school service" ** (And)

--successful completion of the educational component(s) ***

Fourth/More Offenses - No Reduction of loss of eligibility

*Admission Prior to Determination: If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule prior to a finding of guilt by the administration, the student's penalty may be reduced as shown above.

**School service would be approved and monitored by school administrator or his/her designee. Service would be done within the school system and outside of the school day.

***Evaluation and Treatment: A student who has a second or third violation of the alcohol or drug provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the student's or student's family's expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the evaluating facility to report back to the superintendent or designee regarding recommendations for treatment or follow-up care, the student's penalty for the second or third violation may be reduced by percentages stated above. This reduction is not available for first or fourth violations.

Appeal Process

Level 1, The principal and/or assistant principal/activities director are the first level of the investigation for the Good Conduct Rule. If the student and/or parents/guardians are not in agreement with the decision of level 1, they have the right to appeal in writing to level 2 within 5 days.

Level 2, The superintendent will give written response to the student and/or parents/guardians within 5 school days. If the student and/or parents/guardians are not in agreement with the decision of level 2, they have the right to appeal in writing to level 3 within 5 days. The penalty will be in effect until reversed.

Level 3, The Board of Education will schedule a hearing within 5 days of the receipt of the appeal. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board. The Board of Education will give written response to

the student and/or parents/guardians within 5 days of the closed session hearing.

Violations Occurring During Ineligibility:

If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student is academically ineligible and then has a tobacco violation (Good Conduct Rule violation). When the student regains his/her academic eligibility, the Good Conduct Rule begins. Example: A student violates the Good Conduct Rule and is ruled ineligible for a period of time or number of events. While ineligible, the student again violates the Rule. The second penalty attaches when the first penalty is completed.

Academic Consequences:

There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Good Conduct Rule occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

Letters and Awards:

Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity until the period of ineligibility is completed.

State and Conference Affiliations:

Shenandoah High School and Middle School are members of the Iowa High School Athletic Association, the Iowa High School Girls' Athletic Union and the Hawkeye Ten Athletic Conference and by virtue of this membership agree to adhere rigidly to all rules and regulations established by these bodies.

Use of Keys:

School keys are issued from the principal/A.D. office for each particular building.

1. Never permit students to use your keys.
2. The use of school keys is a responsibility that must not be abused.

Clinic Attendance:

Head coaches are allowed to attend one Professional Development opportunity in their particular sport every year. This could include a coaches' clinic or the state convention in that sport.

1. Yearly attendance will allow new innovations and trends to be absorbed.
2. Head coaches should use discretion as to use of money and staff participation.
3. Clinics must be approved prior to leave date.
4. Leaves are subject to the principal's and superintendent's approval and the availability of a substitute if the clinic is during the time school is in session.

State Tournament Attendance:

Coaches will be reimbursed for attending state meets only as a participating coach, unless special arrangements are made.

1. If team plays, the team and coach attend.
2. Coaches may attend a state meet at their own expense providing leave is approved by the administration. School transportation may be used.

Method of Reimbursement:

Expenses incurred by coaches will be reimbursed by the Activity Account upon approval of the athletic director, and confirmation with Central Office.

1. Registration for clinics will be prepaid by purchase order or credit card.
2. Travel expenses of \$.565 per mile, meal expense of \$6.00 per meal will be reimbursed to the coach after the

- event and after the necessary forms have been completed. School transportation is to be used if available.
3. In most cases, when prior approval has been arranged, lodging expenses may be billed to the high school.

Extra Duty Assignments:

School personnel including coaches will have the opportunity to assume extra duty assignments such as running the clock, keeping score and taking tickets at extracurricular events. Pay for extracurricular assignments will be \$18.00 per event.

Safety Obligations:

The coach has an obligation to insure that practice facilities and school equipment are as clean and safe as possible.

1. Remove possible hazards on the practice sites or see that the situation is rectified.
2. We must protect the athlete from injury due to hazards that could be eliminated.

Conflict of Seasons - Use of Athletes:

A total effort must be made to avoid conflicts between sports and other extracurricular activities in regard to participation by students.

1. The start and conclusion of each season is clearly indicated in the athletic regulations.
2. Do not infringe upon another coach's season.
3. Do not try to influence a participant to drop out of other sports to concentrate on one sport or activity.
4. Avoid recruitment battles - the participant loses - the coach loses - the school loses.
5. The sport in season has priority on practice time, facility use and transportation requests.
6. No athlete may quit a sport in season to participate in another sport or to participate in a pre-season program to prepare for an upcoming sport unless allowed by the in-season coach.
7. Every attempt has been made to eliminate schedule conflicts during the established season; however, conflicts will occur and these conflicts must be resolved on the concept of what is the best for all involved.

NON-SCHOOL TEAM PARTICIPATION RULE 36.15(7) (FOR REFERENCE):

Any student (grades 7-12) in the Shenandoah School District who participates in school sponsored sport programs may participate in non-school sport programs during the same season.

A student (and his/her parent/guardian) who plans to participate in a non-school sport program needs to arrange a pre-season meeting with his/her coach, school administrator and parent/ guardian. The purpose of the meeting would be to work out an agreeable schedule for both the school and non-school program. The approved schedule will be included on the Non-School Participation Form which will be signed by all parties.

A student who chooses to give non-school participation priority over the school sponsored sport program may jeopardize his/her program status or standing as a member of the school sponsored sport program.

Coaching Endorsement and Authorization Requirements:

Only individuals with a teaching certificate may secure a coaching endorsement. With a coaching endorsement, you may serve as a varsity head coach or assistant coach in all sports.

Individuals who do not have a teaching certificate may be issued an authorization. The coaching authorization is basically for individuals who are not licensed teachers; however licensed teachers may still choose to be issued the authorization. Any individual who holds an authorization is authorized to be a head or assistant coach at the varsity, junior varsity or junior high school level.

Renewals:

1. Coaching endorsement: Renewed when teaching certificate is renewed.
2. Coaching authorization: Valid for 5 years; renewal by attending 5 IHSAA/IGHSAU sport rules meetings, clinics,

or workshops; or 2-4-year institution courses.

Summer Camps & Clinics and Coaching Contacts Out of Season:

This rule is in chapter 36, as are all rules governing eligibility of secondary students for competition in interscholastic athletics. The chapter 36 rules are adopted by the State Board of Education, and may be found on-line at <https://www.legis.iowa.gov/docs/ACO/IAC/LINC/12-10-2014.Rule.281.36.15.pdf>. 36.15(6)

- a. School personnel, whether employed or volunteers, of a member or associate member school shall not coach that school's student athletes during the school year in a sport for which the school personnel are currently under contract or are volunteers, outside the period from the official first day of practice through the finals of tournament play. Nor shall volunteer or compensated coaching personnel require students to participate in any activities outside the season of that coach's sport as a condition of participation in the coach's sport during its season.
- b. A summer team or individual camp or clinic held at a member or associate member school facility shall not conflict with sports in season. Summertime coaching activities shall not conflict with sports in season.
- c. Penalty. A school whose volunteer or compensated coaching personnel violate this rule is ineligible to participate in a governing organization-sponsored event in that sport for one year with the violator(s) coaching.

Out-of-Season Contact

Meetings outside of the season: Per 281 IAC 36.14(5), this is a determination made by the governing association. The determination of the associations is that each coaching staff is allowed one preseason team meeting during the school year, outside of theseason.

During the summer (June 1 through the 1st day of fall practices):

Contact between coaches and students is permitted at any time with two restrictions:

- (1) An out-of-season coach may not have contact with a student who is participating in softball or baseball if the contact results in the student missing a softball or baseball practice or game;
- (2) A coach may not require students to participate in any activity during the summertime. Participation will not be considered voluntary in the following examples:
 - a. Attendance is taken at the activity (for example, weightlifting);
 - b. Participation is a condition of lettering, making the varsity team, etc.
 - c. Participation is otherwise rewarded by means such as having one's name printed on the back of one's jersey.

A coach may conduct his/her own camp or clinic, but the following restrictions apply:

- (1) If the coach uses the facilities of his/her employer, the school MUST charge actual costs to the coach, and the charge must be in accordance with local board policies for school facility rental.
- (2) Attendance/admission costs paid by the attendees must be paid to the coach, NOT to the school. The camp or clinic is NOT a school-sponsored activity!

School transportation may be used for summertime activities as long as the transportation is properly leased and the school does not absorb any of the actual costs of the transportation.

School uniforms and equipment may not be used for non-school activities. A former school jersey purchased by a student may be worn.

During the school year: High school coaches (grades 9 - 12) may not have any contact with high school students outside the season. High school coaches may have contact with students in grades 7 - 8 at any time and middle school coaches may have contact with high school students.

If a high school coach is present in a facility in which his/her students are participating

out-of-season (camps, non-school team practice, Sunday or nighttime open gyms, etc.), the coach violates the contact rule regardless of whether the coach is directly working with his/her students in this setting. Nothing prevents a coach from being a spectator at a regularly scheduled competition which is open to the general public.

Coaches may supervise, but not instruct or participate at open facilities. FAQ:

Practice or competing with students: During the school year, outside the sport season, can a coach practice or compete with or against his/her students in the sport(s) s/he coaches? No. Practicing or competing with or against students on a coach's team constitutes coaching.

Students working clinics: Pursuant to rules, during the school year, outside the sport season, each student may work at a one-time, one-day clinic for elementary/middle school students run by his/her coach without the coach violating the coaching contact rule.

Directing other individuals: If a coach is "directing" student-athlete learning through another person, "prescribing" who should play at what position, and/or "evaluating" and determining who needs to work on certain skills, then the person is coaching.

***** Statement of Intent *****

It is the intent and purpose of the rules limiting coach-athlete contact in the summer months to eliminate direct or indirect coercion on students to participate in a camp or clinic of a sport not in season, or on a non-school team in that sport; to eliminate summer conflicts for students between attending a camp or clinic in a sport not in season and participating on a school team of a sport in season; and to ensure, to the extent possible, that all student athletic competition is on a level playing field.

A coach's intent (or lack of intent) to violate the spirit of the rules is as important as a "letter of the law" violation.

Open Gym Policy:

A member or associate member school may open its gym or athletic facilities for the purpose of making recreational activities available for all students or the community. SCHOOL PERSONNEL shall be assigned to supervise when students are participating in open gym in the hours immediately before or after school, Times other than what is mentioned will be supervised by a school employee or someone 21 years or older and approved by the activities director. Open gyms are subject to the following restrictions:

1. Open gym on Sunday will be from 1:00-5:00 p.m.
2. The supervisor shall not engage in any type of coaching or participation during supervision.
3. Attendance by students is voluntary.
4. Volunteer or paid coaches may not directly or indirectly require the attendance of students or require the performance of activities by students prior to the legal practice period for that coach's sport.
5. Open gym shall not be called or posted for specific sports.
6. An open gym notice shall be posted on the general student information bulletin board and shall be signed or initialed by a school administrator other than the coach supervising the open gym.

Sexual Abuse and Harassment:

The school district does not tolerate harassment or sexual abuse. Anyone who is physically or sexually abused or harassed should notify parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations. The procedure requires the school district to designate an independent investigator to look into the allegations. Shenandoah Community School district has designated Ms. Linda Laughlin (246-4727) as its Level I investigator. Ms. Laughlin may also be contacted directly.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident.

Sexual abuse includes, but is not limited to, sexual acts, intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition.

Shenandoah Team Travel Guidelines:

Prior to leaving for an activity, the following information will be submitted to the Activities Director when requested:

1. A complete list of those traveling with the team to the activity.
2. Complete details of transportation arrangement, to include a detailed itinerary.

During the trip the following guidelines will be followed:

1. Students will be supervised at all times during the trip.
2. All reading and listening materials and personal clothing will be appropriate for Shenandoah High School students on a school sponsored activity.
3. Language and behavior during the trip will be appropriate.

If the trip requires an overnight stay, the following will be included with the above guidelines:

1. Room assignments will be made, posted, followed, and presented to the Activities Director prior to the trip.
2. Outgoing long-distance phone availability and access to the adult or movie channels will be eliminated by the hotel/motel office prior to the check-in.
3. An evening curfew and bedtime will be set and announced and at least one bed check will be made each evening.
4. All students will be sponsored at all times. The students will not be unsupervised in the place of lodging at any time.
5. At checkout, all rooms will be checked by a sponsor for damage or articles left behind.
6. If the team or individual is eliminated from competition and travel back to Shenandoah can be completed by 12:00 midnight; we will not pay for lodging for that evening. Dangerous road conditions would offer an exception.
7. Only coaches or assigned sponsors are permitted to drive a school vehicle.
8. All school vehicles should be returned to the school transportation center as soon as possible.

At no time will a student be released to a parent to travel from an event unless the parent, personally signs the release form found on page 27. These forms need to be available at all away events.

Fundraising Request Form:

- A.) Fundraisers need prior approval of the principal/athletic director and Board of Education.
- B.) Fundraisers should be placed on the Master Calendar through the Activities Director.
- C.) When money is collected, receipts are mandatory.
- D.) As soon as money is collected, it should be immediately turned into the building secretary and receipted.
- E.) Door to door sales is the least preferred type of activity
- F.) Clarify with a salesman your profit percentage, who handles shipping costs, if prizes/incentives are offered who pays for them, etc.

Athletic Coaches Evaluation Information:

The primary purpose of an evaluation program is to improve the teaching-learning process. By observation of practice sessions, game situations and coaching techniques used, the administrator can offer the guidance and help that permits a coach to examine his/her own progress and work toward greater coaching effectiveness.

The Evaluation Process Should Reflect the Following Points:

1. The evaluation process should provide an opportunity for the coach and administrator to emphasize, review and clarify responsibilities and expectations.
2. The evaluation process should provide for the opportunity to promote the exchange of ideas and concepts.
3. The evaluation process should provide for the encouragement of positive professional growth.
4. The evaluation process requires a cooperative effort between the evaluator and coach.
5. The evaluation process should not be an end product but should be continuous throughout the school year.
6. The evaluation process should encourage and promote continuous self-evaluation by the staff being evaluated.
7. The evaluation process should assist in determining weak areas and in follow-up activities to strengthen these areas.

The Stages of The Evaluation Process Shall Include:

1. Observation of the coach in, but not limited to, practice sessions, game situations, athlete interaction and responsibilities as outlined above.
2. Completion of the evaluation form by the coach.
3. Completion of the evaluation form by the evaluator.
4. An informal conference between evaluator and coach to discuss evaluation and any needed recommendations.
5. Opportunity for coach to file, in writing, any disagreements with evaluation.
6. Follow-up as needed according to the evaluation recommendations.
7. The evaluation will be filed in the coach's permanent record.

In addition to the formal evaluation, frequent conferences of an informal nature will be held concerning the improvement of the coach's techniques and overall coaching effectiveness.

School, Media & Athletic Contact Information

Shenandoah Schools Athletic Department

Important Phone Numbers

Bus Barn 712-246-2815

Jon Weinrich 712-490-5481

Gayle Allensworth 712-621-1703

Media Information:

KMA: 246-5270

Fax: 246-5275

Shenandoah Valley News: 246-3097 Fax:

246-3099

The Daily Nonpareil: 712-328-1811 Fax:

712-325-5776

Omaha World Herald: 800-284-6397 Fax:

402-344-3343

Des Moines Register: 515-284-8311 KETV:

800-279-5388

H-10 Sporting Reporting

KMA

dmartin@kmaland.com

sports@kmaland.com

712-246-5270- KMA

Valley News

660-833-6357 – Cell

bryan.clark@valleynewstoday.com

IGHSAU

IAHSAA

Harley Schieffer (H-10 website)

www.Hawkeyeten.org

harleyschieffer@gmail.com

Parent-Athlete Release Form

I, the undersigned parent (or parent of a teammate with approval from the AD), accept the responsibility for transporting my child home from the following contest.

CONTEST _____ DATE _____

ATHLETE

PARENT SIGNATURE

- | | |
|-----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
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| 13. _____ | _____ |
| 14. _____ | _____ |
| 15. _____ | _____ |

BRIGHTSPARK TRAVEL, INC.

PAYMENT & GENERAL TERMS AND CONDITIONS FOR ALL TOURS

TOUR PRICE

The Tour price is based on the projected number of Tour participants, Tour package inclusions and Tour dates as indicated on the Tour Agreement or Parent Letter. Tours which operate below the projected number are subject to price adjustments based on fixed costs. You will be notified of any surcharges in advance of final invoicing.

FIXED GROUP COSTS

Each Tour contains fixed costs that must be paid no matter the size of the group. Fixed costs can include motor coaches, step-on guides, security guards, prepaid non-refundable costs (i.e. theatre tickets), etc., and the expenses of non-paying Tour participants.

TOUR ARRANGEMENTS

Hotel space, ground and/or air transportation, attractions, and/or services are being booked for your group as outlined in your Tour Agreement or Parent Letter. Changes to your itinerary are likely in the booking process because of availability for some attractions at certain times. Some Tour activities cannot be booked until the group's first payment is received. Approximately sixty (60) days prior to your departure date you can expect to receive a proposed itinerary including hotel and transportation arrangements. Your Brightspark Travel, Inc. representative will contact you to review the proposed itinerary and document any changes. At twenty (20) days prior to your departure date you can expect to receive your final itinerary.

FUEL SURCHARGES, TAXES AND OTHER FEES

The Tour price includes all known surcharges (fuel, taxes and other fees) known at the time the group contracted with Brightspark Travel. However, given the volatile nature of fuel prices, suppliers (for example, airlines and coach carriers) at times must assess a fuel surcharge which is not known by any party at the time of contracting service. You will be informed of any fuel surcharge prior to your final payment due date. No surcharge will ever be assessed after the final payment due date.

Additionally, for air tours, airline bag fees, unless otherwise indicated on the Tour Agreement or Parent Letter, are NOT included in the price of the Tour and are the responsibility of the individual or group checking bags or instruments.

Occasionally a governing body will add a tax after transportation has been contracted. Any taxes not in existence at the time the Tour was contracted will be assessed back to the group.

It is important to know that Brightspark Travel works closely with all its suppliers to eliminate or minimize any surcharges related to fuel, taxes or fees. In recent years we've been able to absorb many small increases and not pass them back to our travelers. Given the rising price of fuel, it's important to know a fuel surcharge could be assessed if the price of oil continues to increase.

REFUND GUARANTEE PROTECTION (RGP) FOR US DOMESTIC AND CANADIAN DESTINATIONS ONLY

Brightspark Travel offers a cancellation protection program that covers Tour payments should the passenger not be able to participate for any reason. RGP is a highly recommended optional program at an additional charge. RGP must be paid at the time of the initial Tour registration. The price of RGP can be found on the Tour Agreement and the Parent Letter.

If you have purchased RGP and cancel, all payments made by you over and above the cost of the protection are 100% refunded.

PAYMENTS

A payment schedule has been laid out on the Parent Letter and Tour Agreement. Payments are accepted via check, credit card (online only) or organization Purchase Order. You will have the option of paying in installments, or paying for the Tour in full in one payment.

INITIAL REGISTRATION FEE

A non-refundable registration fee per passenger plus the cost of the elective Refund Guarantee Protection Program, if selected, (for US Domestic and Canadian Destinations only) will be required to register for a Tour. The cost of this registrant fee can be found on the Tour Agreement and Parent Letter. This registration fee will be applied to the cost of your Tour. If the tour is cancelled by the Trip Sponsor within 30 days from the initial payment due date, then the full amount of the registration fee (and RGP, if applicable) will be refunded.

FUNDRAISING PAYMENTS

All fundraising payments must be provided to Brightspark Travel two weeks before all final installments are processed. This will allow passengers to pay only what is due on their final account. Any group fundraising that is sent in after this date will be charged a \$75 flat processing fee per fundraising campaign (to be paid by the organization).

LATE PAYMENTS

All accounts, whether group pay or individual pay, must be up to date and paid in full 60 days prior to departure. Each installment that is late will be charged \$15 per passenger. Passengers will not be permitted to participate in the Tour if their account is not paid in full. Brightspark Travel reserves the right to cancel a Tour or Tour participant due to insufficient funds or non-payment.

NSF CHECKS

A \$35 fee per each non-sufficient fund check will be applied. Should your final installment check be returned NSF, we will require guaranteed payment for that installment plus the fee immediately. Passengers will not be permitted to participate in the Tour if their account is not paid in full.

LATE REGISTRATION FEE

A fee totaling 10% of the Total Tour Package Price will be assessed for an individually billed participants registering within 60 days of departure.

RE-INSTATEMENT FEE

A \$50 fee, plus any additional airfare costs, will be assessed if you cancel your reservation and choose to re-instate at a later date.

NAME CHANGE FEE

For Domestic Tours, a \$150 fee will be assessed for any changes requested within 21 days of departure. For International Tours, a \$200 fee will be assessed for any changes requested within 21 days of departure.

MANUAL INSTALLMENT FEE

If you utilize a manual installment process to pay for your tour, installment payments must be made by the dates noted on your Registration Information and there will be a \$5.00 fee levied for each installment.

SOLD OUT TRIPS/WAITING LISTS

In the case of trips that are sold out, additional participants will be entered onto a waiting list and added to the Tour as space permits. Participants on the waiting list will be informed of their status as follows:

- Individually Billed Accounts - by Brightspark Travel via an email indicating status after consulting with trip sponsor
- Group Pay Accounts - by the trip sponsor

ROOMING LIST

The organization will be required to submit a rooming list 60 days prior to departure to ensure the group is appropriately accommodated. Should the organization submit this late, a \$75 penalty will be charged to the organization.

REQUIREMENTS

For the protection of the sponsoring organization and its leaders as well as Brightspark Travel, the following applies on all Tours that Brightspark Travel coordinates:

- Tour rules must be adopted and shared with all Tour participants. Tour rules are at the discretion of the trip sponsor and must not violate any local health or safety regulations.
- Medical Release and Proxy form must be signed a participant's parents/guardian and carried on Tour.
- Brightspark Travel's cancellation policy for Individual Participants must be distributed to all paying participants so they know what to expect if they cancel from a Tour.

ACCIDENT AND ILLNESS PROTECTION FOR: US DOMESTIC

Accident, illness and accident-related dental insurance coverage is provided for all participants. Limits per single occurrence are \$5,000 for accident, \$1,500 for illness and \$750 for accident related dental. Any charges not covered by this insurance are the responsibility of the participant. Pre-existing conditions are not covered under this policy. Complete terms and conditions of insurance are available from Brightspark Travel, Inc.

CANCELLATION POLICY FOR ORGANIZATIONS

If the sponsoring organization or trip sponsor cancels the entire Tour, the following penalties apply:

DOMESTIC TOURS

- Within 30 days of deposit date noted on payment schedule, no penalty or cancellation fees will be incurred. However, group is responsible for any non-refundable vendor payments made on behalf of the group
- 31 days from initial payment due date to 81 days prior to departure, 15% of Total Tour Package Price
- 80-61 days prior to departure, 25% of Total Tour Package Price
- 60-46 days prior to departure, 50% of Total Tour Package Price
- Within 45 Days Prior to departure, 100% of Total Tour Package Price

ONE-DAY DOMESTIC TOURS

- Before 60 days from departure, no penalty or cancellation fees will be incurred. However, group is responsible for any non-refundable vendor payments made on behalf of the group
- 60-31 days prior to departure, 25% of Total Tour Package Price
- 30-15 days prior to departure, 50% of Total Tour Package Price
- Within 15 Days Prior to departure, 100% of Total Tour Package Price

CANCELLATION POLICY FOR INDIVIDUALS

The registration fee is non-refundable (except if the Trip Sponsor cancels the trip within 30 days from the initial payment due date or the participant selects RGP). In addition to that fee, cancellation penalties will be calculated based on the total Tour cost as follows:

DOMESTIC TOURS

- Within 30 days of deposit date noted on payment schedule, Registration Fee only
- 31 days from initial payment due date to 81 days prior to departure, 15% of Total Tour Package Price plus Registration Fee
- 80-61 days prior to departure, 25% of Total Tour Package Price plus Registration Fee
- 60-46 days prior to departure, 50% of Total Tour Package Price plus Registration Fee
- Within 45 Days Prior to departure, 100% of Total Tour Package Price

ONE-DAY DOMESTIC TOURS

- Before 60 days from departure, Registration Fee only
- 60-31 days prior to departure, 25% of Total Tour Package Price plus Registration Fee
- 30-15 days prior to departure, 50% of Total Tour Package Price plus Registration Fee
- Within 15 Days Prior to departure, 100% of Total Tour Package Price

NOTICE OF CANCELLATION

All passengers cancelling from a Tour must notify Brightspark Travel in writing. Cancellations are accepted via email, fax or mail.

Email: customersupport@brightsparktravel.com
Fax: 708-377-2288
Mail: Brightspark Travel, Inc., 8750 W. Bryn Mawr Ave., Ste. 450E
Chicago, IL 60631

REFUNDS FOR CANCELLATIONS

Refunds are issued for cancellations in the same manner as payment was received. Checks are issued for check payments and credits on debit/credit accounts. All cancellations must be in writing. Refunds may take 4-6 weeks to process.

For group pay accounts refunds are issued directly back to the organization unless otherwise directed by the organization.

For individual billing accounts refunds are issued directly back to the payee (generally a parent or guardian) except for fundraising monies or payments made on behalf of the individual by the school or organization, in which case those monies will be refunded back to the school or organization unless directed otherwise by the Trip Sponsor.

PASSENGER NAME CHANGE ON TRIPS WITH AIRFARE COMPONENT (FOR ORGANIZATIONS ONLY)

Brightspark Travel will process a name change on an air ticket if the airline allows for it. All fees assessed by the airline to process the name change will be passed on to the Organization. The latest name change on an air ticket will be processed by Brightspark Travel is 30 days prior to departure.

GENERAL

Brightspark Travel reserves the right to make changes in the itinerary whenever, in its sole judgment, conditions warrant, or if it deems it necessary for the comfort, convenience, or safety of the Tour.

Brightspark Travel has permission to use, without compensation, any photo, film or video likeness taken of a participant as well as any comment or statement made by him/her while taking part in a Brightspark Travel Tour in materials published by Brightspark Travel.

Brightspark Travel will work to accommodate all persons with disability needs. If you have a disability and require assistance when traveling, notify us as soon as possible. Please note that payment for contracted services such as interpreters, one on one aides and so forth are the responsibility of the parents or sponsoring organization and not Brightspark travel.

The traveler is responsible for obtaining the appropriate identification and documentation to travel by air domestically or Internationally. Brightspark Travel's cancellation penalties will apply if the traveler cancels the trip because they are unable to obtain the appropriate identification (i.e. passports, visas).

LIMITATION OF LIABILITY

Brightspark Travel purchases transportation, hotel and other services from various independent suppliers that are not subject to its control. Neither Brightspark Travel its affiliates, owners, officers, agents, employees, nor any associate organization shall be held liable for any act, default, injury, loss, expense, damage, deviation, delay, curtailment or inconvenience caused to or suffered by any person or their property, howsoever arising, which may occur or be incurred by any organization or person, even though such act, default, injury, loss, expense, damage, deviation, delay, curtailment or inconvenience may have been caused or contributed to: (a) by the act, neglect or default of Brightspark Travel, or of any persons for whose acts it would otherwise be responsible, or (b) defects or failures of any aircraft, vessel, automotive vehicle or other equipment or instrumentality under the control of independent suppliers. You further understand that Brightspark Travel neither owns nor operates such third party suppliers and accordingly, agree to seek remedies directly and only against those suppliers and not hold Brightspark Travel responsible for their acts or omissions. In no event will Brightspark Travel be responsible for incidental, consequential or special damage or loss suffered by any person.

Brightspark Travel's maximum liability, for any reason whatsoever, will be limited to the amount paid to Brightspark Travel for its services.

FORCE MAJEURE

Without limitation, Brightspark Travel will make no refund for and is not responsible for any matter beyond the control of Brightspark Travel, including but not limited to the negligent or willful acts of others; acts of God or force majeure, weather emergencies, breakdown, or failure of diving or mechanical equipment, government actions, inclement weather, sickness, attacks by animals, availability of medical care or the adequacy of the same, criminal activity of any kind, terrorism, war, civil disturbance, sanitary conditions, quality or sanitation of food, quarantine, customs, regulations, epidemics, strikes, hotel overbooking, safety and/or security standards at hotels or other accommodations, or for any other reason beyond the control of Brightspark Travel. You understand, agree with, and agree to be legally bound by the terms of the release and waiver of liability set forth herein.

ARBITRATION

Any controversy or claim arising out of or relating to these Terms and Conditions or the performance thereunder, including without limitation any claim related to bodily injury, property damage or death, shall be settled by binding arbitration in Atlanta, Georgia USA in accordance with the rules of the American Arbitration Association then existing, and judgment on the arbitration award may be entered in any court having jurisdiction over the subject matter of the controversy. This agreement to arbitrate does not waive or modify the liability release contained in this document. Such proceedings will be governed by substantive Delaware law. This dispute will be resolved by a single arbitrator who must be a lawyer admitted to practice in the courts of at least one state in the United States and have a minimum of fifteen years of experience in civil litigation. The arbitrator so described will be selected by the American Arbitration Association. Each party to the dispute shall have the right on a single occasion to veto the designation of an arbitrator so selected. The parties waive the right to rely on any state law or statute which creates an exception to enforcement of the requirement that disputes be resolved pursuant to arbitration in the manner set forth herein.

GOVERNING LAW AND JURISDICTION

These Terms and Conditions and any actions and proceeding brought hereunder shall be governed by the laws of the State of Delaware without regard to conflict of laws principles. If the right to seek arbitration is for any reason waived by both parties, or if judicial review of any arbitration decision is sought, any action or legal proceeding to enforce any provision hereof, or based on any right arising out of, these Terms and Conditions shall be exclusively in the courts of the State of Delaware, or if it has or can acquire jurisdiction, in the United States District Court for the District of Delaware, and all of the parties hereto hereby consent to the exclusive jurisdiction of such courts and of the appropriate appellate courts in any such action or legal proceeding and waive any objection to venue or jurisdiction in connection therewith.

WAIVER OF JURY TRIAL

In connection with any action or legal proceeding arising out of this agreement, the parties hereby specifically and knowingly waive any rights that either party might have to demand a jury trial.

SEVERABILITY

The invalidity or unenforceability of any part of these Terms and Conditions, or the invalidity of its application to a specific situation or circumstance, shall not affect the validity of the remainder of these Terms and Conditions, or its application to other situations or circumstances. Any provision of these Terms and Conditions held invalid or unenforceable only in part or degree will remain in full force and effect to the extent not held invalid or unenforceable.

WAIVER

Any failure by either party at any time, or from time to time, to enforce or to require the strict keeping and performance of any of the Terms and Conditions shall not constitute a waiver of any such Terms and Conditions and shall not affect or impair such terms and conditions in any way or the right of such party at any time to avail itself of such remedies as it has for the breach or breaches of such terms and conditions.

EXCLUSIVITY

Except as otherwise expressly provided to the contrary, the rights herein granted and these Terms and Conditions are for the benefit of the parties hereto. The Terms and Conditions shall be exclusive of any advertising, marketing or other sales literature or activities of Brightspark Travel and nothing contained in any of such materials shall be construed to create any rights as a result of or in connection with these Terms and Conditions.

ACKNOWLEDGMENT OF RISK

You understand and acknowledge that your travel in connection with and participation in the tour arranged at your request by Brightspark Travel may involve risk and potential exposure to injury. You also realize and acknowledge that risk and dangers may be caused by the negligence of the owners, directors, employees, contractors, officers or agents of Brightspark Travel or the negligence or participation of other participants, contractors and/or subcontractors to Brightspark Travel. You also recognize and acknowledge that risk and dangers may arise from foreseeable and unforeseeable causes, including weather and other acts of nature. You fully understand and acknowledge that the aforementioned risks, dangers and hazards are a potential in connection with recreational activities which may take place during your journey.

EXPRESS ASSUMPTION OF RISK AND RESPONSIBILITY/PARTICIPATION

In recognition of the inherent risk of the travels and related activities in which you are intending to engage, you confirm that you are physically and mentally capable of participating in the activity, that you are willingly and knowingly electing to participate in this tour in spite of the potential risk of danger, and you willingly and voluntarily assume full responsibility for any injury, loss or damage suffered by you or caused by you, whether caused in whole or in part by the negligence of the owners, directors, agents, officers, employees, or contractors of Brightspark Travel. You understand and acknowledge that reserves the right to accept or reject any participant for any reason, and Brightspark Travel or its guide has the right to disqualify you from any trip activity, if in Brightspark Travel's or such guide's judgment, you are incapable of that activity and/or your continued participation in the tour will endanger yourself or the safety of the group. It is your responsibility and obligation to inform Brightspark Travel, at the time your reservation is made, of any medical or physical disability or limitation that might disable you or render you unable to perform or safely complete the tour or any activity on the tour. You further acknowledge that you are the best judge of your own conditions and limitations and that it is incumbent upon you to fully disclose the full extent of any such conditions or limitations to Brightspark Travel.

RELEASE OF LIABILITY

In consideration of the services and arrangements provided by Brightspark Travel, you, for yourself and for your heirs, personal representatives or assigns, do hereby release, waive, discharge, hold harmless and agree to indemnify Brightspark Travel, and its owners, officers, directors, employees and affiliates from any and all claims, actions, or losses for bodily injury, property damage, wrongful death, loss of services, lost profits, consequential, exemplary, indirect or punitive damages or otherwise which may arise out of or occur during your travel in connection with the scheduled travel package and any activities conducted in conjunction therewith. You specifically understand and agree that you are releasing, discharging and waiving any claims or actions that you may have presently or in the future for the negligent acts or conduct of the owners, directors, officers, employees, agents or affiliates of Brightspark Travel.

EXPRESS WAIVER OF CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES

Regardless of the situation or circumstances giving rise to a claim, you waive any right to seek consequential, punitive or exemplary damages against Brightspark Travel its owners, officers, directors, agents, contractors and employees, for any reason whatsoever.

SELLER OF TRAVEL

Brightspark Travel is a registered seller of travel in California, Florida, Hawaii, Iowa, and Washington under each state's seller of travel regulations.

- California registration number: 2042487
- Florida registration number: ST37033
- Hawaii registration number: 44821
- Iowa registration number: 1031
- Washington registration number: 603096501

Payment Schedule

A monthly payment schedule can now be created for each family.

The deposit would be in late August and the final payment due in late December 2021.

The monthly payment schedule is created based on the date of registration for each participant.

The earlier a participant registers, the more monthly payments they'll have.

Please note, RGP is an optional add on.

If you'd like to require Refund Guarantee Protection (RGP) for all participants, we can do so at a discounted rate of \$168 per student and it would added to the tour cost.

By signing below, I hereby agree to all attached terms and conditions. I also acknowledge that Brightspark Travel, Inc. reserves the right to purchase travel insurance as an inclusion to my travel arrangements on my behalf. Further, by signing below I hereby give authorization to Brightspark Travel, Inc. for trip delay benefits if my travel arrangements are impacted and expenses are incurred. I agree to complete the claims documentation directly to the insurance provider to assist with the claim, as needed.

On Behalf of Shenandoah High School Representative:

Signature Date

Name

Title

On Behalf of Brightspark Travel, Inc. Representative:

Mary Ugolini May 17, 2021

Signature Date

Mary Ugolini

Name

Tour Consultant

Title



Crystal Wittmer
Shenandoah High School
1000 Mustang Drive
Shenandoah, Iowa 51601

May 17, 2021

Dear Crystal,

I am excited to help plan your group's tour to Washington, DC! Based on our previous discussions, I've prepared a custom tour proposal to ensure your specific needs are met. Please review this proposal carefully and let me know if there are any adjustments you would like to make.

The next page outlines the specifics of your tour, but the main details are as follows:

- Shenandoah High School will travel to Washington, DC from March 14, 2022 through March 20, 2022.
- Brightspark Travel will provide inclusions as listed on the following page.
- Pricing is listed on the following page, and is based on 50 paying participants and 4 complimentary chaperones. Changes to the passenger count may result in pricing changes unless RGP is included.
- Brightspark Travel could administer all participant billing and collection through its individual billing program.

If everything looks good, we can move to the next phase of the planning process! Just sign and return the agreement to me via email or fax. Then, we will start booking reservations and participants can begin enrolling in your tour.

Keep in mind the pricing I have listed here is only guaranteed until June 25, 2021. I look forward to speaking with you soon!

Best,

Mary Ugolini
Tour Consultant
(708)831-7131
mugolini@brightsparktravel.com

**Expand
Worldviews**

**Foster
Independent
Learning**

**Promote
Higher
Education**

**Inspire
Career
Choices**



Tour Details

Destination: Washington, DC

Departing: Monday March 14, 2022

Returning: Sunday March 20, 2022

Tour Pricing by Participation

Paying Passengers	50	45	40
Complimentary Chaperones	4	4	4
Student Price (Quad Occupancy)	\$ 2099	\$ 2170	\$ 2240

What's Included

Transportation

- Round-trip transportation via Air (with airport coach)
- Air Baggage Fees Not Included
- Deluxe Motor coach

Accommodation

- 5 Nights
- Quad occupancy for Students (2 beds per room)
- Double occupancy for Chaperones (2 beds per room)
- Night security each evening at the hotel

Meals

- 5 Breakfasts
- 6 Lunches
- 6 Dinners

Additional Inclusions

- All Taxes and Gratuities
- Professional Tour Director
- Online Tour Management Tool
- 24/7 Emergency Support
- Overnight Hotel Security
- Brightspark Drawstring Bags, Lanyards & Luggage Tags
- Travel Guard Health & Accident Insurance
- Travel Guard Trip Delay Protection
- General Liability Insurance

Tour Highlights

- Broadway Show - TBD
- Top of the Rock Observatory
- National September 11 Museum and Memorial
- Ferry to the Statue of Liberty and Ellis Island - depart from Liberty State Park
- George Washington's Mount Vernon Estate & Gardens
- Historic Philadelphia guided tour with Centipede Tours
- Visit the Kennedy Center
- National Constitution Center
- Ford's Theatre
- Independence Hall Tour
- **Includes \$750 Scholarship**
- World War II Memorial
- Washington Monument - Picture Stop
- White House - Picture Stop
- Jefferson, FDR and MLK Memorials
- Arlington Wreath Laying Ceremony (pending confirmation)
- Pentagon Memorial
- US Marine Corps War Memorial "Iwo Jima"
- Betsy Ross House tour
- United States Holocaust Memorial Museum
- Arrive at your hotel for the evening
- Chinatown
- Library of Congress - Picture Stop
- Lincoln, Vietnam Veterans and Korean War Veterans Memorials
- Little Italy - free time to explore
- National Portrait Gallery and the American Art Museum
- Explore Times Square
- Arlington National Cemetery - Please note that anyone 16 and over will have to show a valid ID during security check. A school ID is acceptable for those 16 and 17 years old.
- Tour the Sights of Midtown
- Group photo in front of the U.S. Capitol
- U.S. Capitol Building Tour
- Smithsonian Museums on the National Mall - Choices include the National Museum of Air and Space, National Museum of American History, National Museum of Natural History, the National Museum of American Art, the National Portrait Gallery and more.

Brightspark Advantage

- 30+ Years of Experience
- Member of Student & Youth Travel Association
- Member of American Bus Association
- Member of National Association for Music Educators
- Member of US Tour Operators Association
- Most comprehensive refund guarantee plan in the industry





NO REGRETS.

Get a full refund at any time, for any reason.

WHAT IS REFUND GUARANTEE PROTECTION (RGP)?

For parents, student tours are an investment—but they don't have to be a risky one. With RGP, parents can cancel their child's tour at any time, for any reason, and every penny spent on trip payments will be returned to them. Right up until the moment a tour departs, parents are guaranteed a 100% refund on all payments*—including the nonrefundable deposit.

**The cost of RGP will not be refunded in case of cancellation*

Refund Guarantee Protection (RGP)

- Cost for individual participation: **\$209.00** per person





NO REGRETS.

Get a full refund at any time, for any reason.

WHY SHOULD YOU PURCHASE RGP?

Life happens. As much as we hope nothing gets between your child and their trip, there are always surprises—both pleasant and unpleasant—that get in the way.

Could you ever see your child in one of these situations?

School Functions/Requirements

Eva performed unexpectedly well at her regional track meet and has the opportunity to compete at the state level. The meet is at the same time as her day trip with Brightspark Travel.

Health and Illness

The night before his performance tour departs, Andrew comes down with a nasty flu. He can't leave his bed—and chances are he won't be leaving the state.

Financial Restraints

You registered Thomas for a student tour a few months back, but you were laid off last week and the costs are becoming difficult to cover.

Family Affairs

An unexpected family reunion comes up the week of Natalia's Washington, D.C. student tour. Grandma insists that she attend the reunion, and Grandma is not to be argued with.

WHAT IS REFUND GUARANTEE PROTECTION (RGP)?

For parents, student tours are an investment—but they don't have to be a risky one. With RGP, if a trip is cancelled or a participant cannot travel for any reason, every penny spent on trip payments will be returned to them. Right up until the moment a tour departs, parents are guaranteed a 100% refund on all payments*—including the nonrefundable deposit.

**The cost of RGP will not be refunded in case of cancellation*

COMPARISON TO CANCELLATION POLICY

DAYS PRIOR TO DEPARTURE	TOUR COST RETURNED WITH REGULAR CANCELLATION POLICY	TOUR COST RETURNED WITH RGP*
81+	85%	100%
80-61	75%	100%
60-46	50%	100%
45-0	0%	100%

**Coverage includes EVERYTHING except for the cost of RGP*



HOW MUCH DOES IT COST?

The cost of your RGP varies according to the cost of your student's tour. For specific information regarding RGP cost, consult your tour registration form or contact your Group Leader directly.



WHERE DO I SIGN UP?

Group Leaders, speak to your Tour Associate about adding this to your tour.

Parents, many of our tours already include RGP, so ask your Group Leader if you're already being protected. If you are not, you can sign up for RGP during your registration.

As part of the WorldStrides family, Brightspark Travel has access to an exclusive partnership with The George Washington University Department of Emergency Medicine called the **Doctors on Call Program**. A doctor from George Washington University serves on staff as WorldStrides' Medical Director, and their team offers medical care to students, parents, and teachers who are traveling with Brightspark. This means travelers in Washington, DC, have access to 24-hour-a-day medical care and consultation. We are also able to provide phone consultations to those groups traveling to other locations. Doctors will evaluate the situation, injury, or illness over the phone and make recommendations for treatment accordingly.

How Does it Work?

The team at George Washington University is standing by for our phone calls to consult on any medical situation. Often, with their support, we can avoid a visit to an urgent care facility or hospital, saving valuable time for the patient, Group Leader, and Tour Director.

The Tour Director and Group Leader, with the help of WorldStrides' on-call team, will initiate the process when it becomes necessary, connecting the team at GWU to the Group Leader, patient, or chaperone. If the Doctors on Call team determines that the patient needs to go to the hospital, our standard emergency plan would be activated.

Crisis Support and Behavioral Health Assistance Program

We're pleased to include an additional layer of support for travelers who may be experiencing emotional or mental stress through a partnership with AXA, one of the world's leading providers of emergency assistance.

AXA's Behavioral Health Assistance Program provides seamless access to assessment, intervention, and stabilization services:

- 24/7 telephone access to provide confidential and immediate support no matter the global location
- Experienced, US-based healthcare professionals (masters and doctoral-level clinicians) when traveling
- Coordination with local professionals for referrals to provide additional support, if needed

Day One - Monday March 14, 2022

- 4:15 AM Trip check-in
Motorcoach arrives at the Shenandoah High School (1000 Mustang Dr, Shenandoah, IA 51601)
- 4:45 AM Depart for the airport
- 6:35 AM Arrive at the airport and a Brightspark representative will assist with check in
- 8:35 AM Fly from Kansas City to Washington DC
Group arrives in Washington, DC
- 12:10 PM Your Professional Tour Director/Guide will meet your group upon arrival and handle your hotel check-in, plus all of your ticketing and reservations logistics. They will stay at your hotel and ride the bus full-time with your group. In addition, they will be your expert guide to the city.
Lunch with \$10 meal money
Smithsonian Museums on the National Mall - Choices include the National Museum of Air and Space, National Museum of American History, National Museum of Natural History, the National Museum of American Art, the National Portrait Gallery and more.
White House - Picture Stop
- 6:30 PM Dinner at Buca di Beppo
Jefferson, FDR and MLK Memorials
- 9:30 PM Hotel Check-in:
Holiday Inn Express Washington DC SW - Springfield
6401 Brandon Ave
Springfield, VA 22150
(703) 644-5555
Private overnight security at the hotel each evening

Day Two - Tuesday March 15, 2022

- 7:45 AM Breakfast at your hotel
- 8:45 AM Depart for sightseeing
- 9:00 AM George Washington's Mount Vernon Estate & Gardens
Lunch with \$10 meal money
- 1:00 PM Ford's Theatre
- 3:00 PM United States Holocaust Memorial Museum (pending availability)
Washington Monument - Picture Stop
- 6:00 PM Dinner at Primo's Family Restaurant
The Kennedy Center
- 9:30 PM Arrive at your hotel for the evening

Day Three - Wednesday March 16, 2022

- 7:00 AM Breakfast at your hotel
- 8:00 AM Depart for sightseeing
US Marine Corps War Memorial "Iwo Jima"
- 9:30 AM Arlington National Cemetery - Please note that anyone 16 and over will have to show a valid ID during security check. A school ID is acceptable for those 16 and 17 years old.
Arlington Wreath Laying Ceremony (pending confirmation)
Pentagon Memorial
Lunch with \$10 meal money
- 2:00 PM Group photo in front of the U.S. Capitol
- 3:00 PM U.S. Capitol Building Tour
Library of Congress - Picture Stop
National Portrait Gallery and the American Art Museum
Dinner with \$15 meal money
World War II Memorial
- 7:00 PM Lincoln, Vietnam Veterans and Korean War Veterans Memorials
- 9:00 PM Arrive at your hotel for the evening

Day Four - Thursday March 17, 2022

- 7:00 AM Breakfast at your hotel
- 7:45 AM Depart for Philadelphia (approximately 3 hour drive)
- 10:45 AM Arrive in Philadelphia
National Constitution Center
Lunch with \$10 meal money
Betsy Ross House tour
Historic Philadelphia guided tour with Centipede Tours
Independence Hall Tour
Boxed lunches from Potbelly Sandwich Works
- 4:00 PM Depart for New York City (approximately 2.5 hour drive)
- 7:00 PM Approximate arrival in New York City
- 8:15 PM Top of the Rock Observatory
- 10:30 PM Hotel Check-In: Crowne Plaza Englewood
401 S Van Brunt St
Englewood, NJ 07631
(201) 871-2020

Day Five - Friday March 18, 2022

- 7:45 AM Enjoy breakfast at your hotel.
- 8:45 AM Depart for sightseeing
- 10:00 AM Ferry to the Statue of Liberty and Ellis Island - depart from Liberty State Park



Lunch with \$10 meal money

3:00 PM National September 11 Museum and Memorial

Dinner at Gayle's Broadway Rose

Times Square

8:00 PM Broadway Show - TBD

11:45 PM Arrive at your hotel for the evening

Day Six - Saturday March 19, 2022

7:45 AM Enjoy breakfast at your hotel.

8:45 AM Depart for sightseeing

Guided Sightseeing In Midtown

Little Italy

12:15 PM Lunch at Puglia Restaurant

Chinatown

Depart for the airport

Arrive at the airport

5:00 PM Dinner with \$15 meal money

Depart on () Airlines flight # () from () Airport

Day Seven - Sunday March 20, 2022

12:00 AM Approximate arrival at school - Welcome home!

In keeping with Brightspark's commitment to safety and security, all of our itineraries are compliant with Department of Transportation rules and regulations giving drivers at least 9 hours off each night and a maximum of 15 hours on duty during any 24 hour period.

Your Brightspark Tour Director and Guides reserve the right to revise your group's itinerary due to unforeseen circumstances such as traffic, road closures, site closures, and weather. Your Tour Director or Guide will consult with the Group Leader and Bus Driver(s) on any changes.



Brightspark[®]

by WorldStrides

For more information visit: <https://www.brightsparktravel.com/safety-and-security>

Sticklers for the Rules

We conduct strict audits of our hotel and motor coach partners and ensure vendors act in accordance with service level agreements ensuring safety, security and quality. We verify that attractions, air transportation and restaurants all adhere to their legal and governing body standards. To ensure the safety of all tour participants, our itineraries are built to comply with Driver Hours of Service laws. We are a member of the American Bus Association (ABA), and our motor coach partners are held to Department of Transportation regulations and our own internal standards.

Round-the-Clock Support

Every student and chaperone on your tour receives a lanyard with our emergency contact information. Should you need to get in touch with us after hours, you will have access to our 24-hour hotline.

Rest assured each trip is staffed by a Brightspark Tour Director equipped to address any on-tour needs. Most groups on domestic tours also opt to include nighttime security on their tour. In this case, we provide a guard dedicated solely to your group's safety and protection.

No Medical Drama

As part of the WorldStrides family, we have access to **Doctors on Call**, an exclusive partnership with the Department of Emergency Medicine at George Washington University that grants travelers access to doctors for phone consultations or treatment recommendations. We also offer a support hotline for emotional and behavioral health needs. Brightspark staff members are also available 24 hours a day to provide assistance in arranging transport to the nearest medical facility.

On our domestic tours, students are protected by accident & illness insurance managed by Travel Guard. All tour participants receive this coverage at no additional cost.

Plan Accordingly

In the case of an on-tour emergency, Brightspark Travel maintains a detailed incident response plan developed in collaboration with local governing bodies, and it follows recommendations set forth by the U.S. Department of Homeland Security.

For our international tours, we follow guidelines and alerts from the U.S. Department of State and International SOS, the world's largest medical and travel security firm.

Our Promise to you.

Brightspark will stand by you throughout the pre-tour, on-tour, and post-tour process to ensure the safest experience possible for all trip participants.

Pre-Tour: We suggest all travelers limit contact with non-household individuals and exposure to public places for 14 days prior to departure. *If a student is symptomatic or tests positive within 14 days of travel, they should not travel with the group and should immediately contact their Program Leader or Brightspark Customer Service.*

On-tour: If a participant exhibits symptoms of COVID-19 while on a Brightspark trip, we will help them get tested and safely separate them from the group while awaiting results. Should the result come back positive, we will be there every step of the way, from securing necessary care to arranging medically-required isolation.

Post Trip Assistance: In addition to encouraging all travelers to monitor their health for days after the trip ends, and letting the Group Leader know if they become ill, Brightspark will work with Group Leaders or appropriate parties to carry out contact tracing and notifications as needed.

Hygiene

- Participants will be provided two disposable face masks per day.
- Hand sanitizer will be available throughout the trip, including on motor coaches and at hotels.
- Brightspark will provide contactless thermometers for temperature checks to be performed twice a day by a designated adult.
- Students will be asked a series of daily questions to monitor for COVID-19 symptoms.

At the Airport

- Each airport, and airline, will have its own rules regarding your flight travel, and we recommend you check the website of your airport and carrier now, and at least 72 hours before departing. Temperature checks and face coverings will very likely be a requirement at the airport and on the plane.
- Some destinations may require health forms or additional testing/screening prior to arrival, including requirements based on your home state or city. We will make every effort to communicate these requirements in advance.
- Many airport restaurants may not be open, and in-flight food service will not be available, so we recommend packing a meal and snacks for your journey if you are traveling by air.
- TSA will allow you to bring hand sanitizer in a container up to 12 ounces in your carry-on.

On the Motorcoach

- Our motor coach partners have implemented enhanced cleaning and safety protocols.
- Buses will be disinfected using a variety of techniques, including electrostatic and anti-microbial sprayers, foggers, and steamers.
- All high-touch surfaces will be wiped down multiple times a day.
- Air filtration system improvements promote frequent exchange of cabin air, replacing it with fresh air from the outside.
- Students will be assigned a designated seat on the bus each day, and we have established bus loading and unloading procedures that limit exposure to other students.
- Other changes you might see include plexiglass or empty rows around the motor coach drivers, and drivers may be wearing masks.

At the Hotel

- We work only with hotel partners who are committed to the highest standards in cleanliness.
- In addition to their already rigorous cleaning protocols, they are now using enhanced cleaning products and increasing the frequency of cleaning in public spaces.
- Housekeeping spends extra time disinfecting surfaces in guest rooms, focusing on high contact areas.
- Our check-in process has been modified to limit interaction with other guests at the hotel.
- Changes have been made to hotel arrival and departure procedures, use of lobby and elevators, and breakfast and other hotel-based activities to promote social distancing.
- We have developed flexible options to support the rooming preferences of individual travelers. For example, if our program pricing is based on quad occupancy, we will offer discounted room upgrades for students who prefer double occupancy.

Itinerary Stops

- Our team works closely with our contacts at museums, landmarks, performance venues, and other sites we visit.
- Together, we will adjust your schedule to maximize your experiences each day, accounting for capacity management, social distancing, masks, and more.

Hineline		Sheridan Decorating	Bopps
Item	Price		
Gravity Loose Lay LVT 9"x48" Planks 5mm, 22mil Wear Layer	\$11,577.60	Declined to Bid	Declined to Bid
Adhesive Excel Stix #2230	\$647.90		
14 10# Bags Floor Leveler	\$331.66		
Vinyl Reducer Strips Installed	\$109.50		
4"x1/8" Cove Base Installed	\$1,435.00		
Disposal of Existing Materials	\$358.40		
Installation	\$10,080.00		
Take Up Carpet & Sheet Vinyl	\$1,120.00		
Floor Preparation	\$1,440.00		
Travel	\$210.00		
Total	\$27,310.06		

Vendor	Cameras	Licensing	Cable Cost					
FeldFire	\$23,490.00	Included	900					
Meraki	\$12,180.00	\$1540 annual	900					
Verkada	\$23,310.00	\$1750 annual	900					

Price Quote for Initial Phase at Elementary to be done this summer. Estimated Completion of MS & Outside: \$39,360